

*anson  
community  
college*



*Serving Anson and Union Counties  
1999-2000 Catalog*

**COLLEGE**







# *anson community college*

*Serving Anson And Union Counties  
1999 - 2000 Catalog*

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Polkton, NC 28135-0126  
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Monroe, NC 28112  
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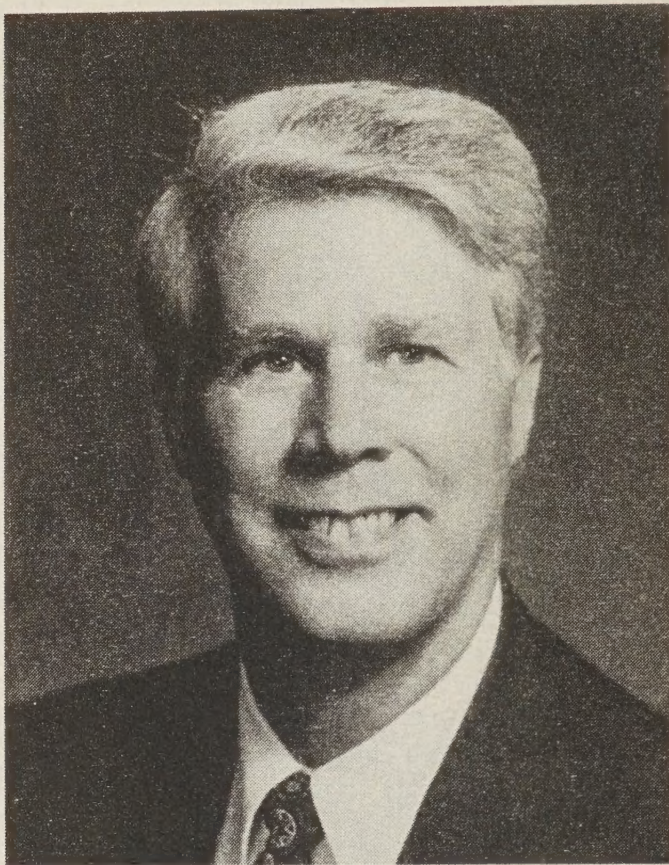
*Volume 20 An Equal Opportunity/Affirmative Action College 1999*

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Anson Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number 404-679-4501) to award Associate degrees.



## *Message From the President*



This year's catalog has special significance in that it carries us into the year 2000. With 37 years of experience, Anson Community College is ready for the 21<sup>st</sup> Century and all it may bring. New programs, web-based courses, a new technical training complex, a new Autobody Repair and Welding Training Center, expanded curriculum program offerings at UTEC, and a commitment to workforce preparation, quality and excellence form the foundation of Anson Community College.

Our commitment to you, the students, is to provide the quality learning experiences you desire at a convenient time and place. ACC offers a full range of technical programs, a college transfer program, specific training for business and industry, basic skills training, avocational offerings and cultural activities. We invite you to be a part of Anson Community College and achieve the goals you have set for yourself.

Donald P. Altieri, President



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## **ACADEMIC CALENDAR**

### ***FALL SEMESTER 1999***

<b>August 4, 5, 6</b>	<b>Registration at Monroe Campus</b>
<b>August 9, 10, 11,12</b>	<b>Registration at Polkton Campus</b>
August 17	Polkton Campus orientation
August 18	First day of classes (16 week session and 1 <sup>st</sup> 8 week session)
August 23	Last day to drop with refund (1 <sup>st</sup> 8 week session)
August 24	Last day to add a class
August 27	Last day to drop with refund (16 week session)
September 6	Labor Day Holiday
September 7-21	UTEC SGA election registration
September 9	Financial aid refunds begin
September 15	Last day for student initiated withdrawal (1 <sup>st</sup> 8 week session)
September 21-28	UTEC SGA election campaign
October 1	UTEC SGA Election Day
October 11, 12	Fall break
October 15	Last day for student initiated withdrawal (16 week session)
October 18	End of 1 <sup>st</sup> 8 week session
October 21	First day of classes (2 <sup>nd</sup> 8 week session)
November 11	Last day to drop with refund (2 <sup>nd</sup> 8 week session)
November 15	Veterans Day Holiday
November 25, 26, 27	Last day for student initiated withdrawal (2 <sup>nd</sup> 8 week session)
December 13, 14, 15	Thanksgiving Holidays
December 15	Exam dates
	Fall semester ends (16 week session and 2 <sup>nd</sup> 8 week session)

### ***SPRING SEMESTER 2000***

<b>January 4, 5</b>	<b>Registration at Monroe Campus</b>
<b>January 6, 7</b>	<b>Registration at Polkton Campus</b>
January 7	Polkton Campus Orientation
January 10	First day of classes (16 week session and 1 <sup>st</sup> 8 week session)
January 13	Last day to drop with refund (1 <sup>st</sup> 8 week session)
January 14	Last day to add a class
January 17	Martin Luther King, Jr. Holiday
January 20	Last day to drop with refund (16 week session)
February 1	Financial aid refunds begin
February 7	Last day for student initiated withdrawal (1 <sup>st</sup> 8 week session)
March 6	Last day for student initiated withdrawal (16 week session)
	End of 1 <sup>st</sup> 8 week session



March 7	First day of classes (2 <sup>nd</sup> 8 week session)
March 8-15	Polkton Campus SGA election registration
March 10	Last day to drop with refund (2 <sup>nd</sup> 8 week session)
March 11	Ms. ACC Pageant
March 16	Polkton Campus SGA candidate speeches
March 17-25	Polkton Campus SGA campaign
March 25	Polkton Campus SGA Election Day
April 3	Last day for student initiated withdrawal (2 <sup>nd</sup> 8 week session)
April 12	Polkton Campus Career Day
April 22 - 28	Easter holiday/spring break
April 29	Classes resume
May 4, 5, 8	Exam dates
May 8	Spring semester ends (16 week session and 2 <sup>nd</sup> 8 week session)
May 9,10	Faculty workdays
May 11	Graduation

### ***SUMMER SEMESTER 2000***

#### **Registration**

May 1, 2, 3, 4	First day of classes (10 week session and 1 <sup>st</sup> 5 week session)
May 15	Last day to add a class (10 week session and 1 <sup>st</sup> 5 week session)
	Registration (10 week session and 1 <sup>st</sup> 5 week session)
May 17	Last day to drop a course and receive a refund (1 <sup>st</sup> 5 week session)
May 19	Last day to drop a course and receive a refund (10 week session)
May 26	Financial aid refunds begin
May 29	Memorial Day Holiday
June 1	Last day for student initiated withdrawal (1 <sup>st</sup> 5 week session)
June 19	Last day for student initiated withdrawal (10 week session)
	Registration (2 <sup>nd</sup> 5 week session )
	1 <sup>st</sup> 5 week session ends
June 20	First day of classes (2 <sup>nd</sup> 5 week session)
June 22	Last day to drop a course and receive a refund (2 <sup>nd</sup> 5 week session)
July 4	July 4th holiday
July 7	Last day for student initiated withdrawal (2 <sup>nd</sup> 5 week session)
July 25	Summer sessions end (10 week session and 2 <sup>nd</sup> 5 week session)



# Keeping in Touch



## Phone and FAX Numbers

Anson Community College	1-800-766-0319
Home Page	<a href="http://www.ansoncounty.org/acc">http://www.ansoncounty.org/acc</a>
ACC, Polkton Campus	704-272-7635
FAX (President's Office)	704-272-8904
ACC Community Services	704-694-6505
FAX (Community Services)	704-694-9087
Tom W. Allen Peachland Center	704-272-9284
UTEC, Belk Building	704-289-8588
FAX	704-292-2967
UTEC, Brewer Drive	704-292-1200
FAX	704-282-4178



# HOURS OF OPERATION

## **LEONIDAS L. POLK CAMPUS, POLKTON**

Monday - Thursday 7:30 a.m. - 9:00 p.m.

Friday 7:30 a.m. - 5:00 p.m.

Saturday 8:00 a.m. - 1:00 p.m.

### *Learning Resources Center*

Monday - Thursday 7:30 a.m. - 9:00 p.m.

Friday 7:30 a.m. - 5:00 p.m.

Saturday 8:00 a.m. - 1:00 p.m.

### *Bookstore*

Monday - Friday 8:00 a.m. - 5:00 p.m.

***8:00 a.m. - 8:30 p.m., Monday - Thursday, during first two weeks of classes each semester***

### *Snackbar*

Monday - Friday 7:45 a.m. - 1:30 p.m.

Monday - Thursday 5:30 p.m. - 8:30 p.m.

## **COMMUNITY SERVICES DIVISION, WADESBORO**

Monday - Friday 8:00 a.m. - 5:00 p.m.

## **UNION TECHNICAL EDUCATION CENTER (UTEC), MONROE**

### *Brewer Drive*

Monday - Thursday 8:00 a.m. - 6:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

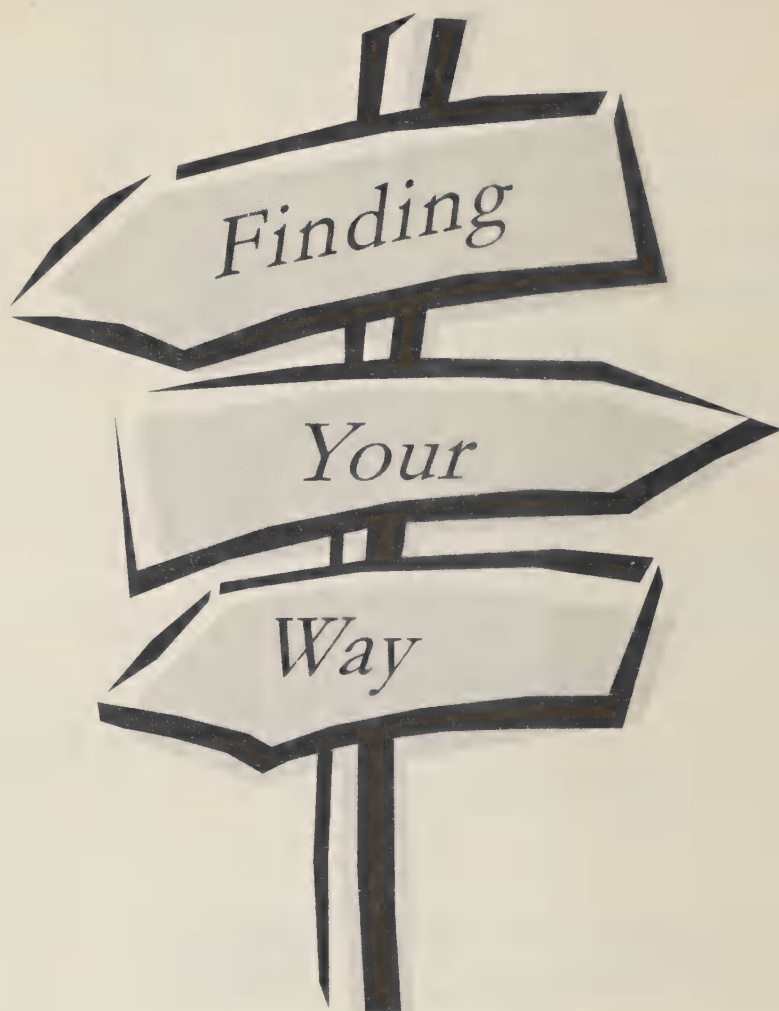
### *Belk Building*

Monday - Friday 8:00 a.m. - 5:00 p.m.

Monday - Thursday 6:00 p.m. - 9:00 p.m.

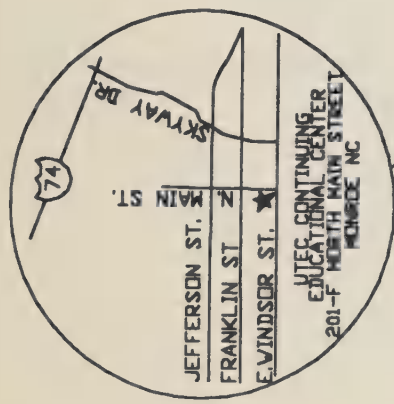
The offices of Anson Community College observe the following holiday closings: New Year's Day, Martin Luther King Day, Easter holiday (one day), Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), and Christmas (Christmas Day plus additional days)



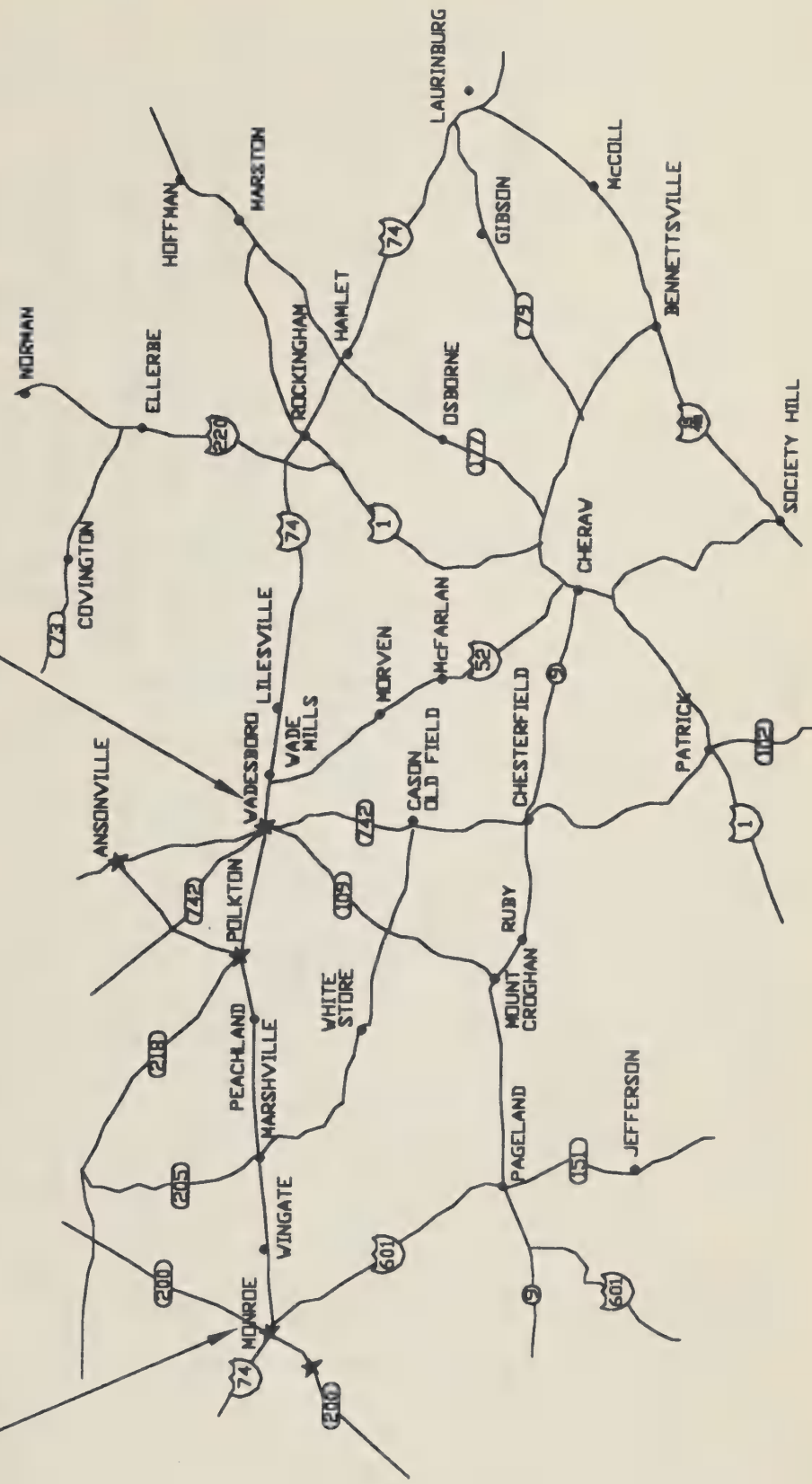


Whether you're on your way to class or just visiting, always feel free to ask *any* college employee for directions.



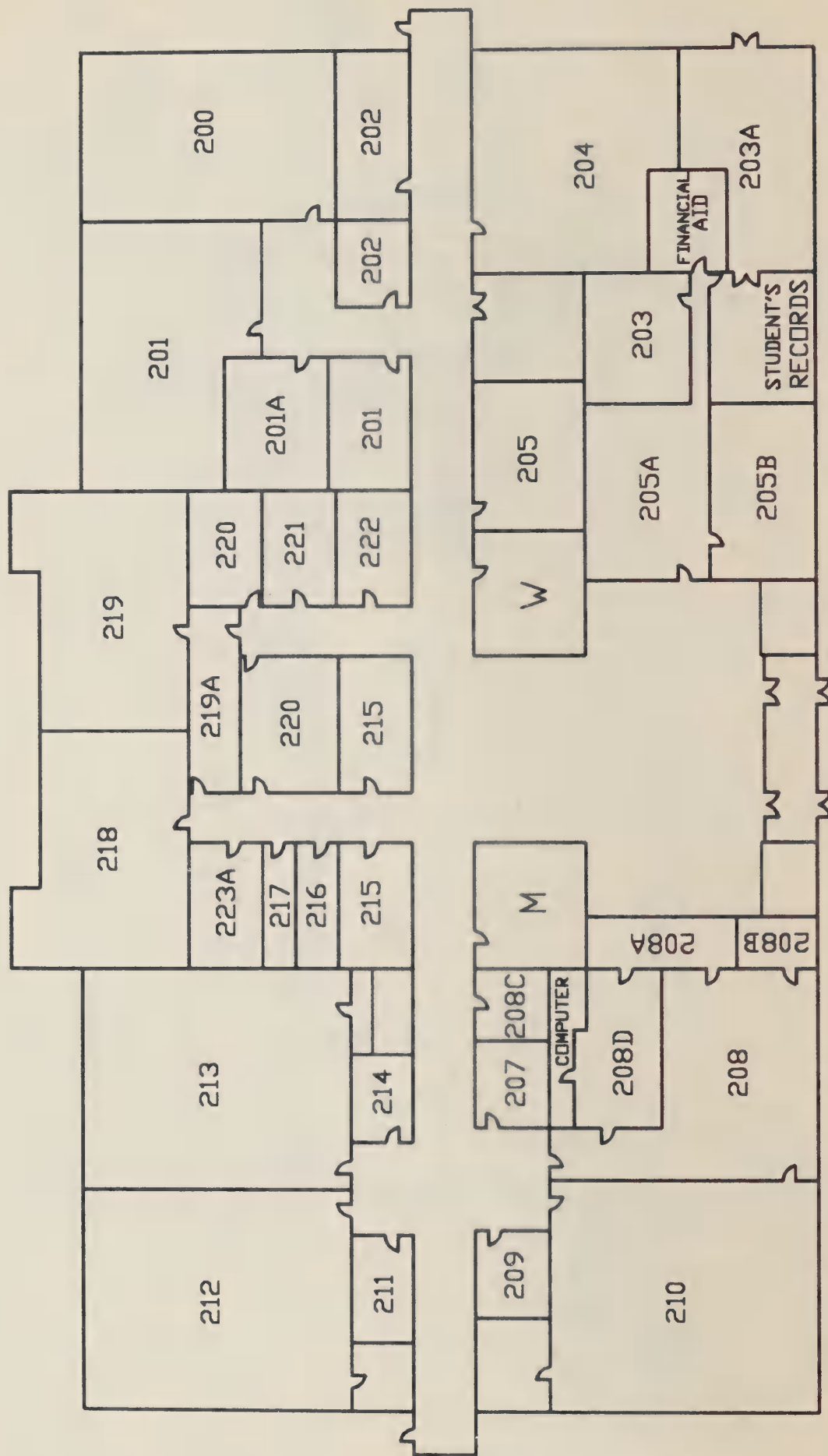


★ ANSON COMMUNITY COLLEGE CAMPUSES



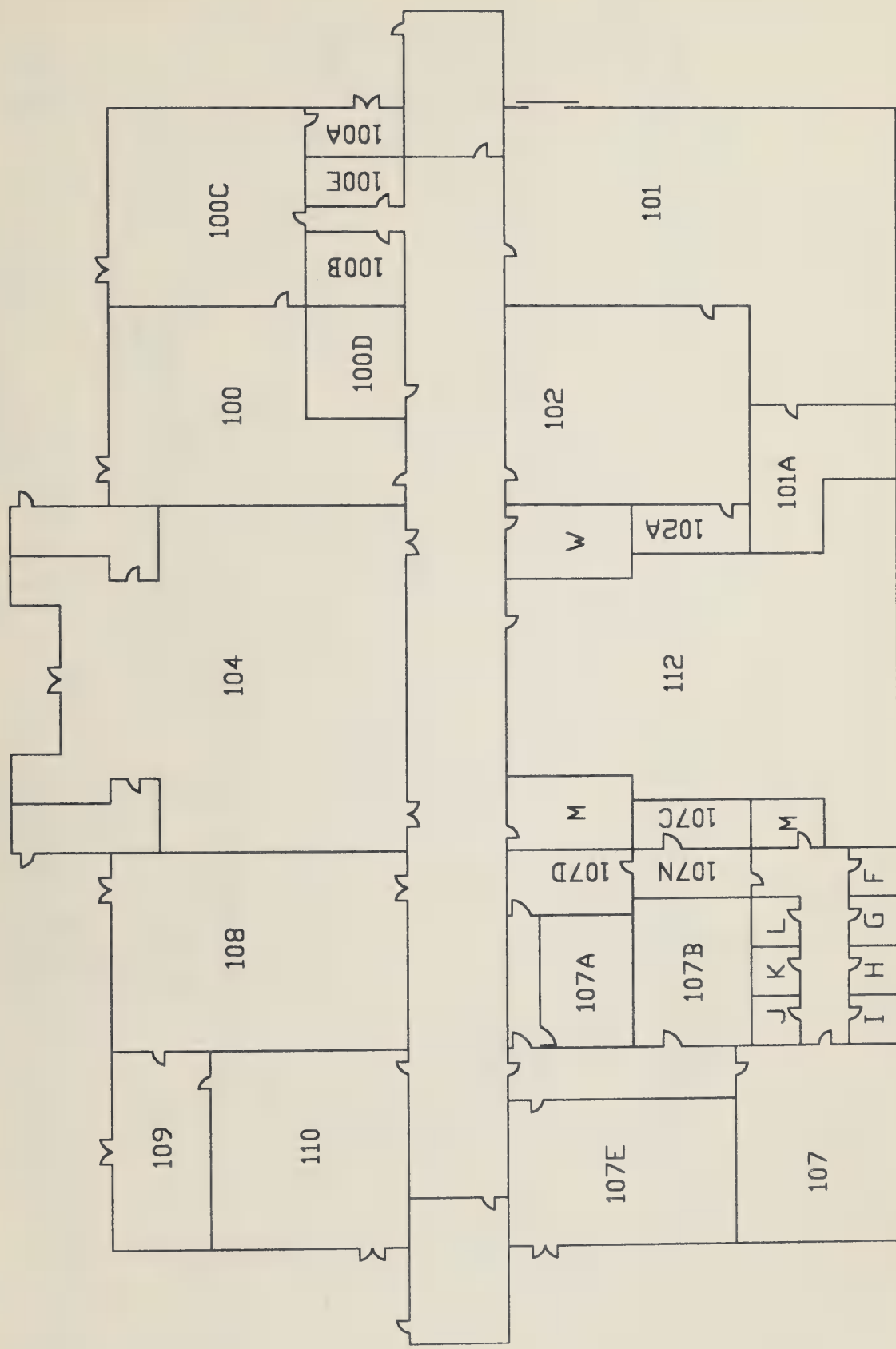


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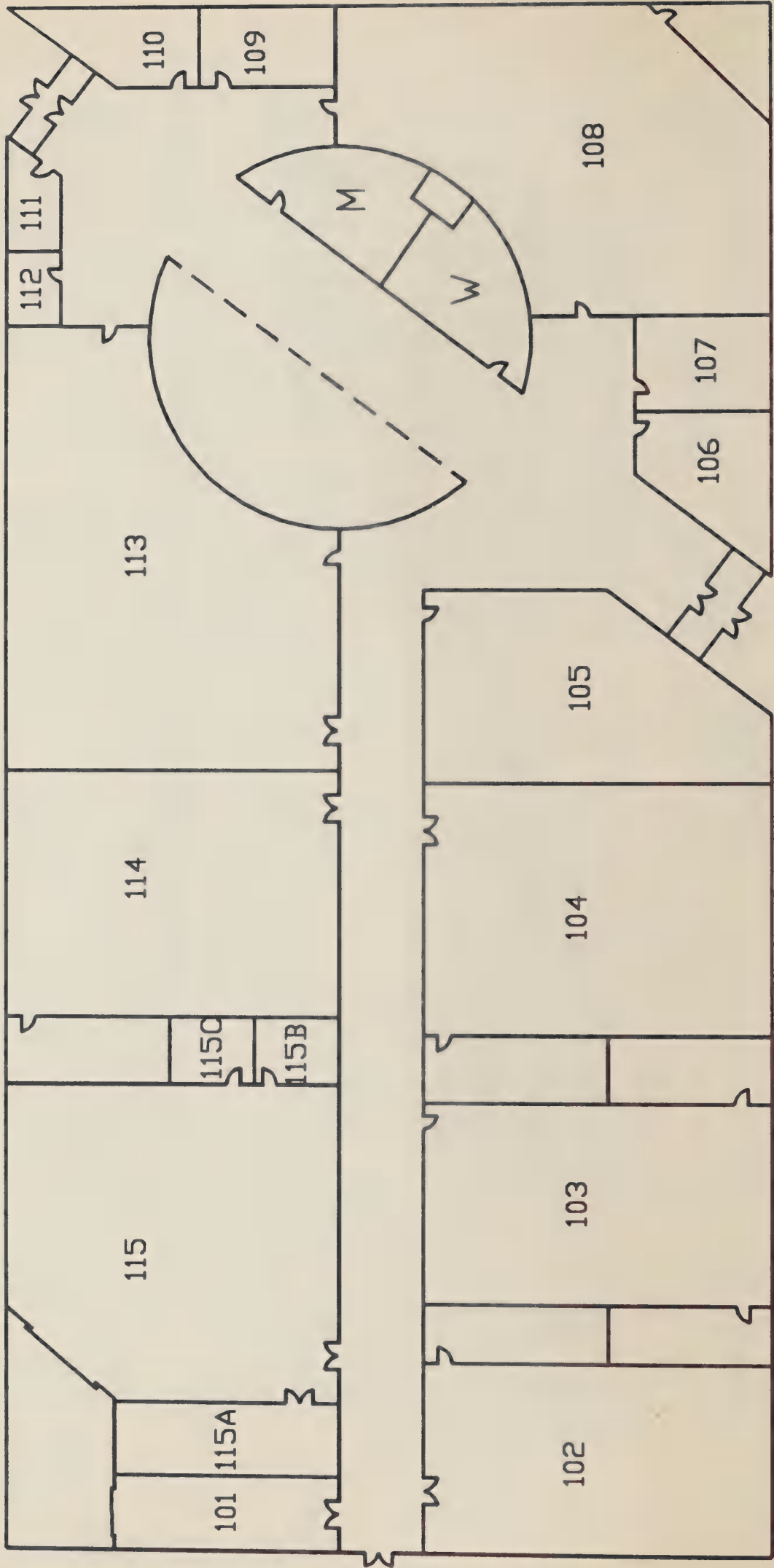


# GARIBALDI BUILDING LOWER LEVEL



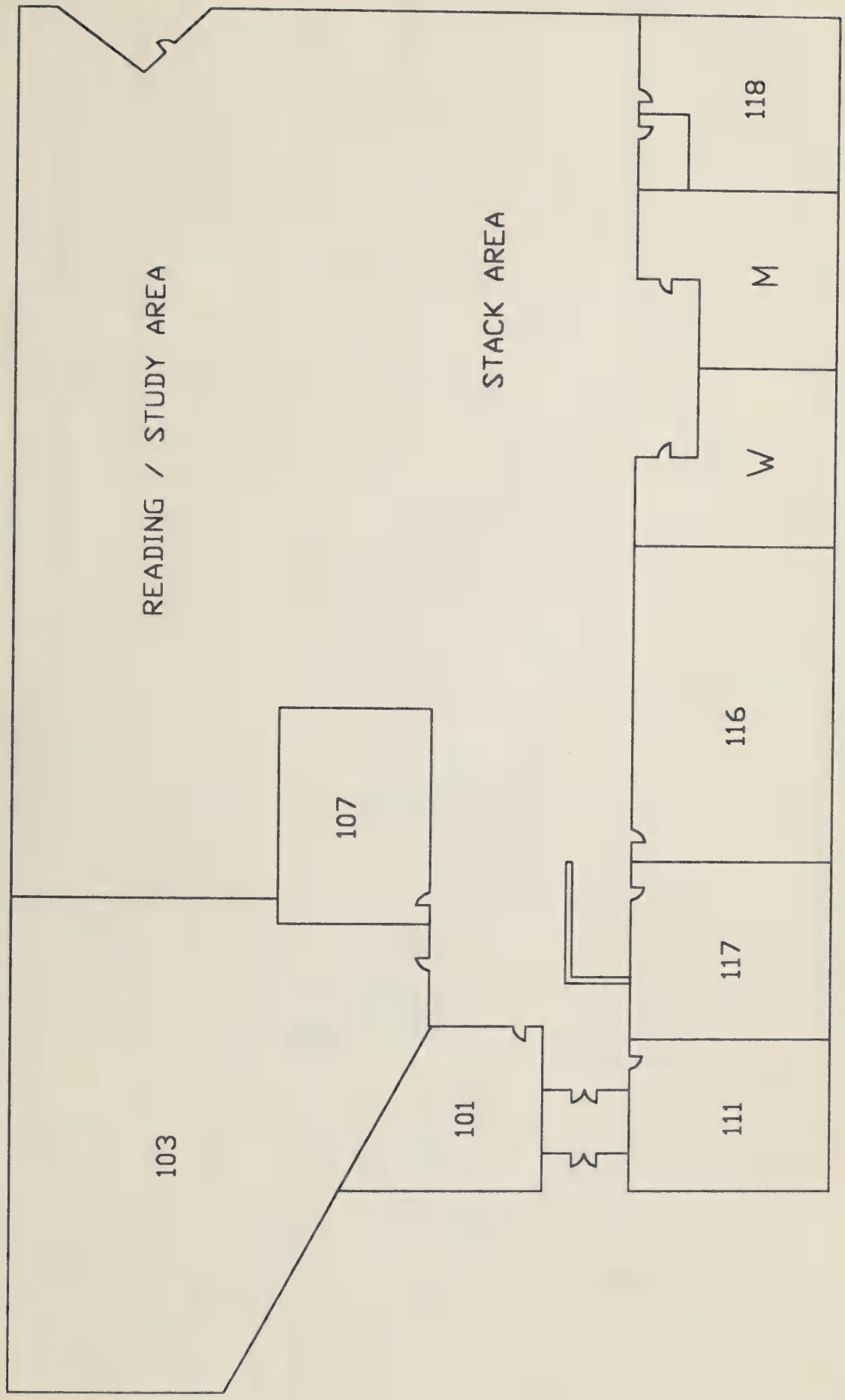


WATSON BUILDING



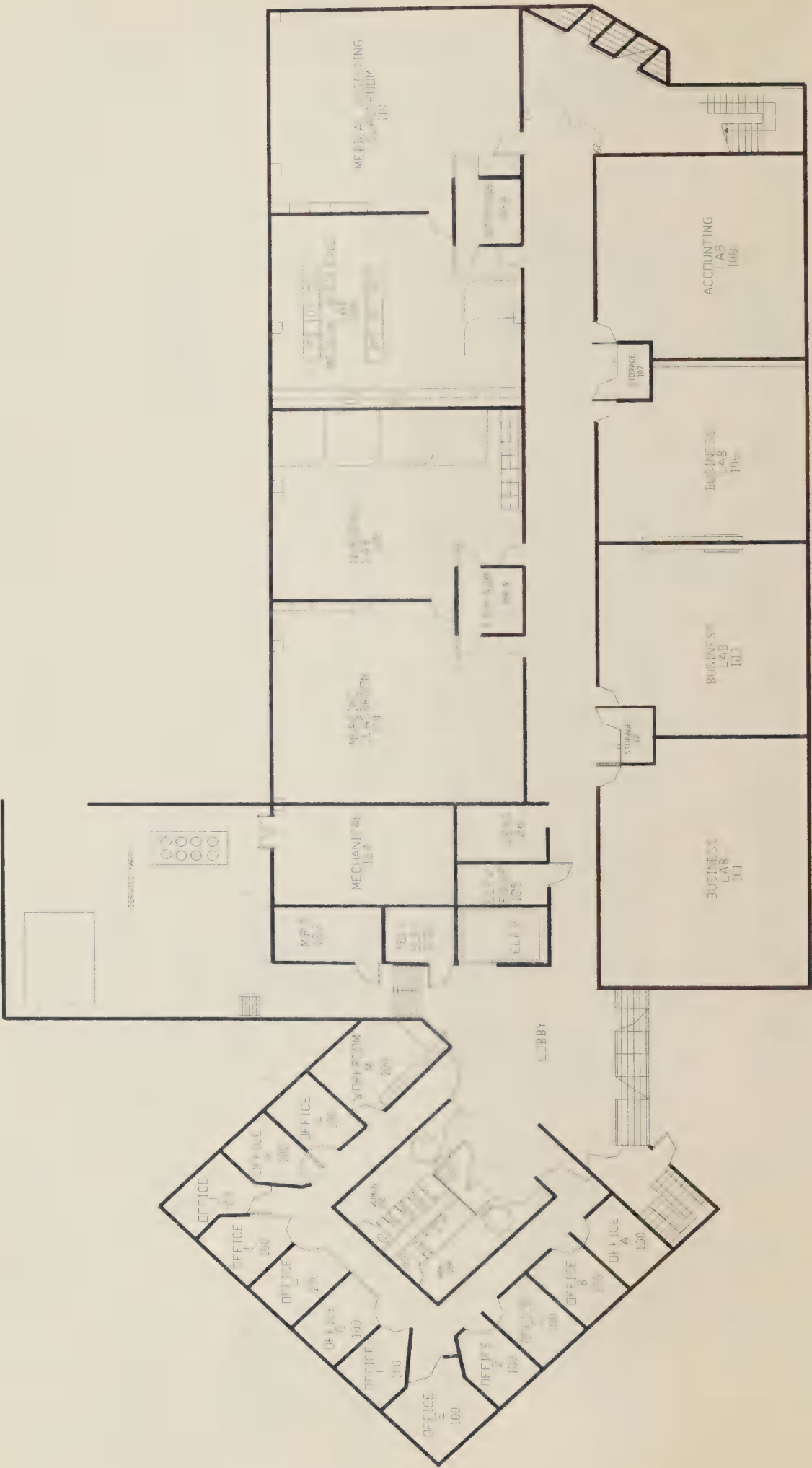


MARTIN LEARNING RESOURCES BUILDING





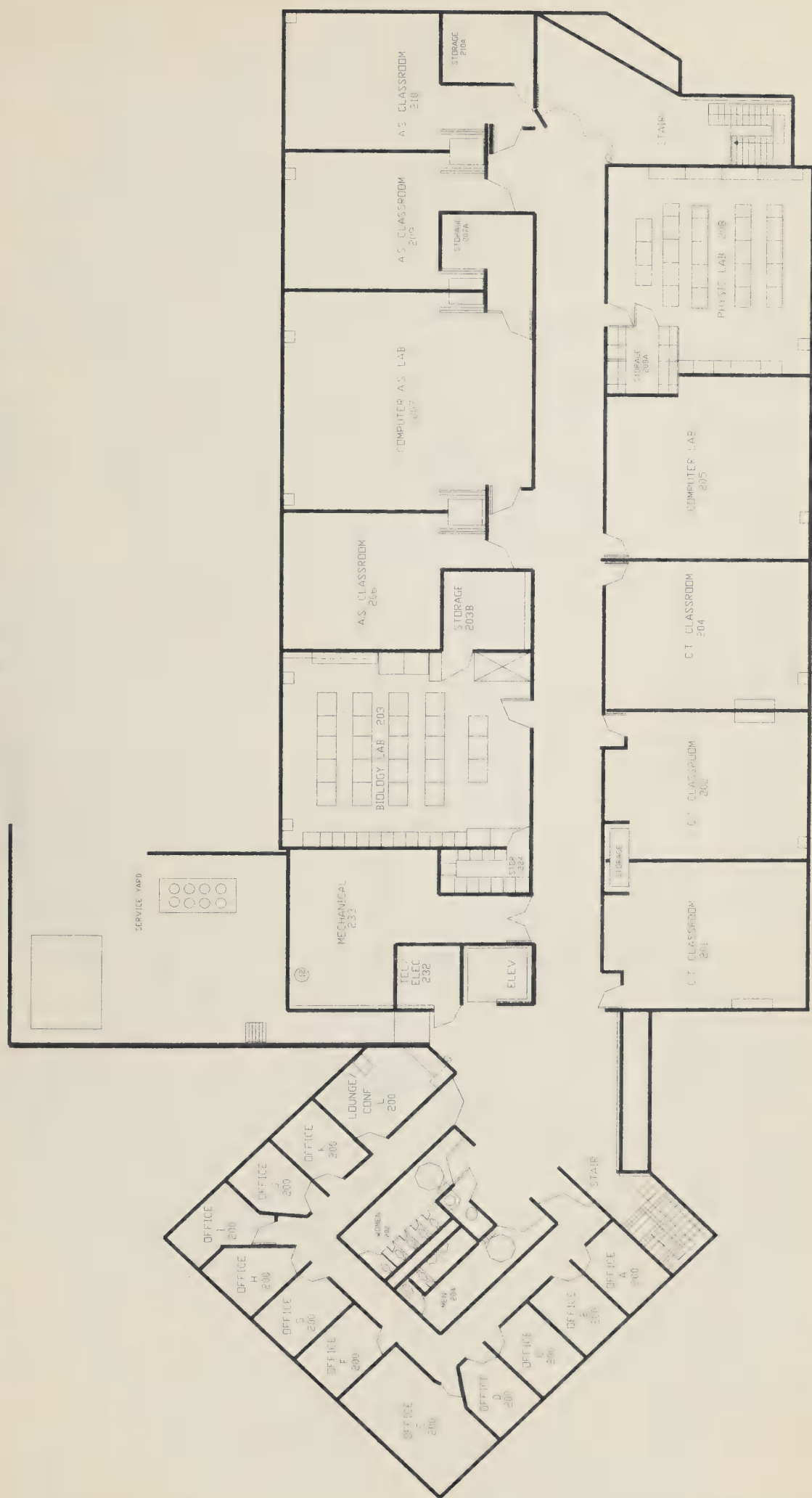
W. Cliff Martin Technology Complex  
First Floor



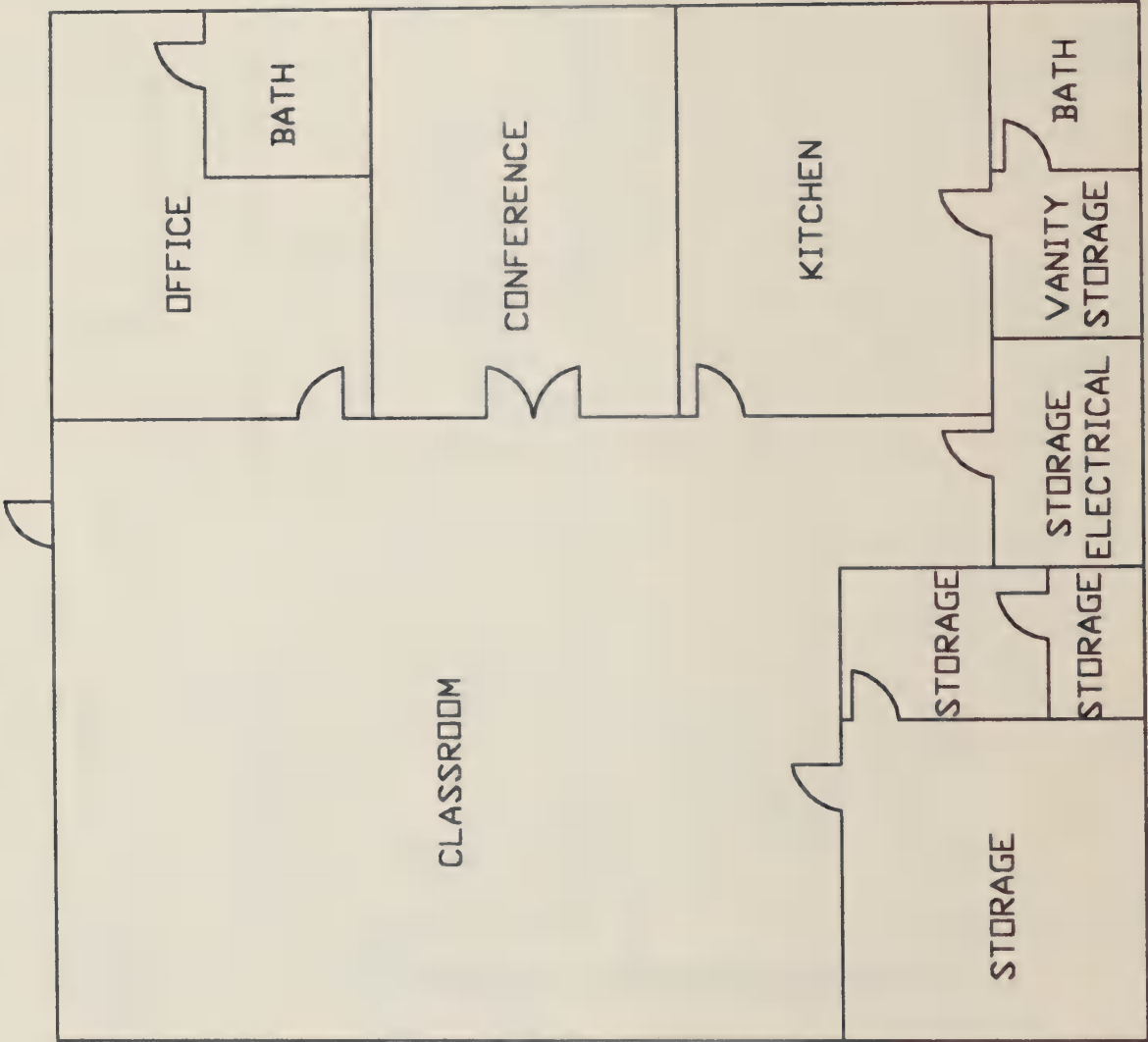


# W. Cliff Martin Technology Complex

## Second Floor



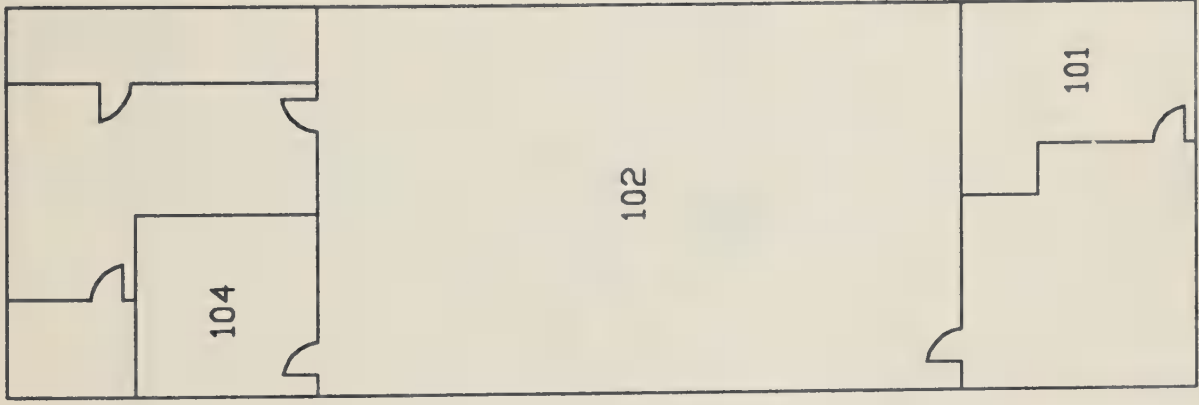
TOM W ALLEN  
PEACHLAND CENTER



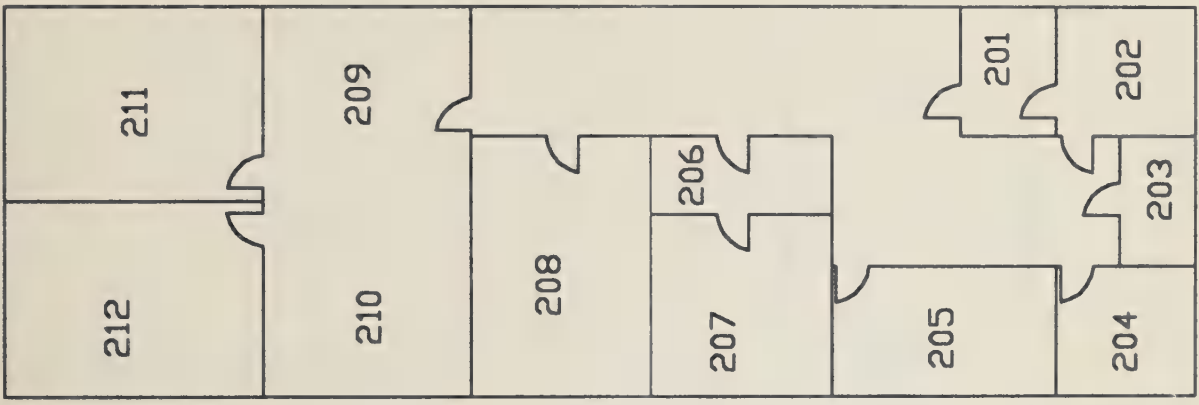


COMMUNITY SERVICES DIVISION--WADESBORO

LOWER LEVEL

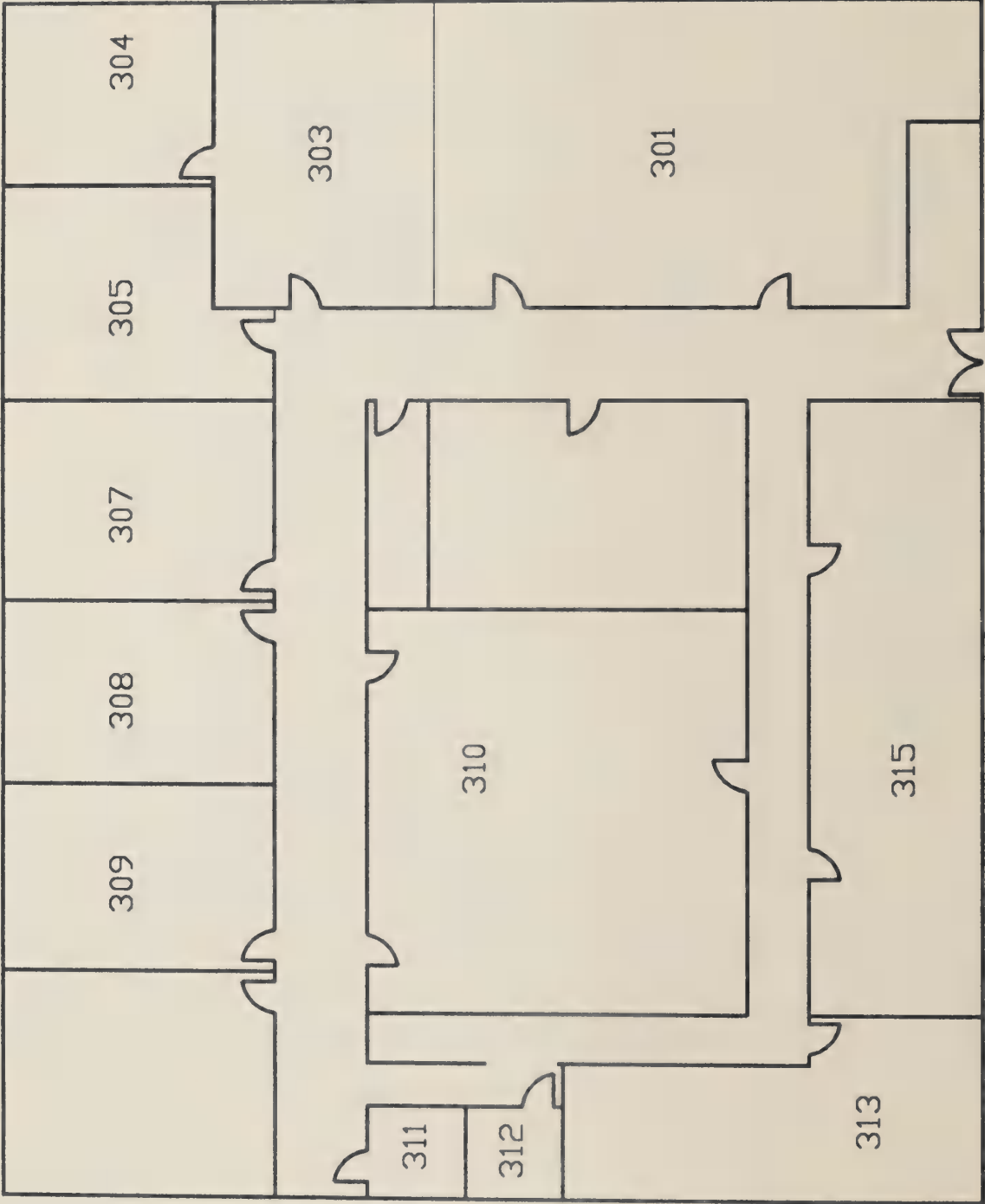


UPPER LEVEL



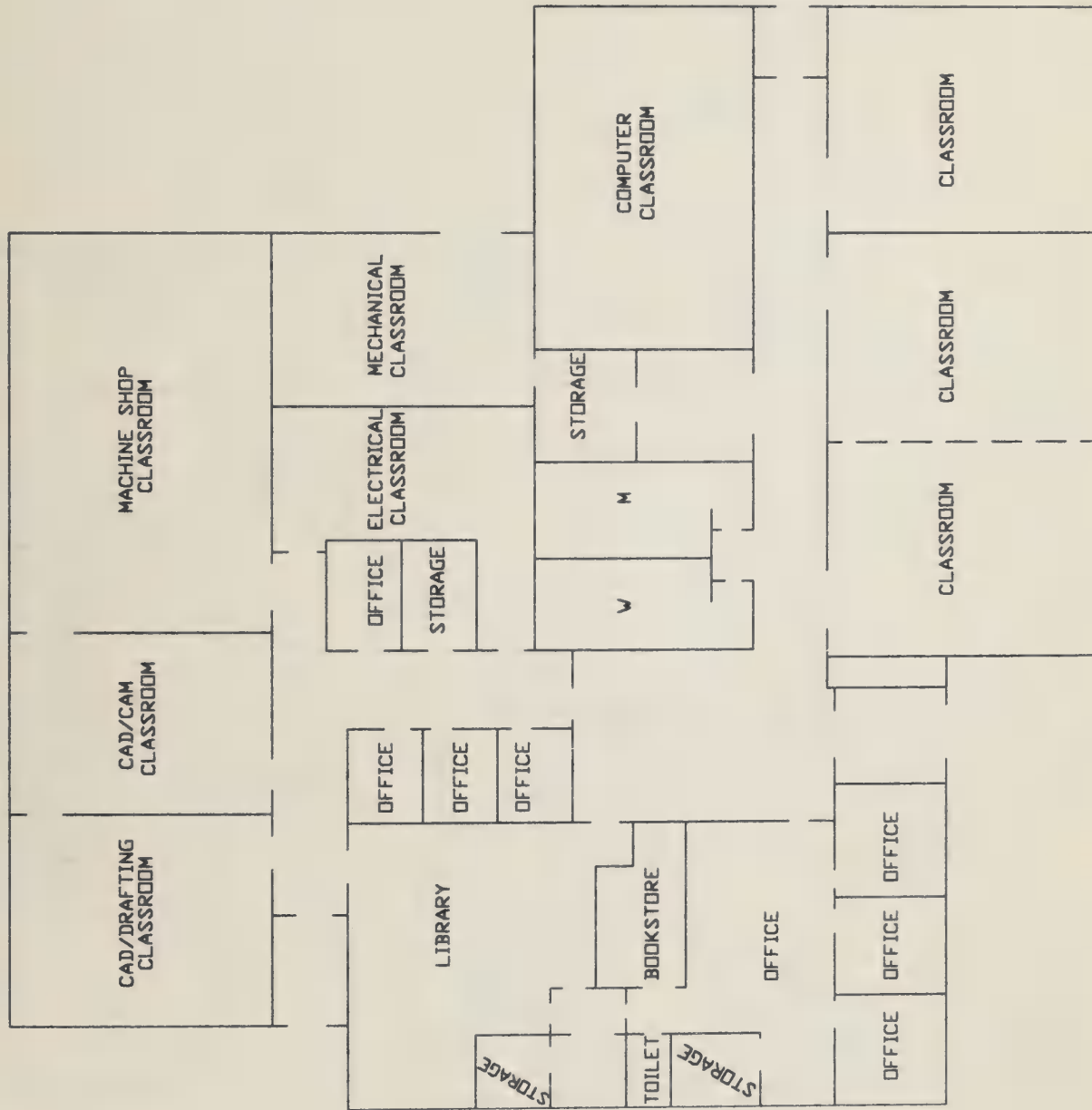
MURRAY BLDG.

COMMUNITY SERVICES DIVISION--WADESBOARD  
LITTLE BLDG.

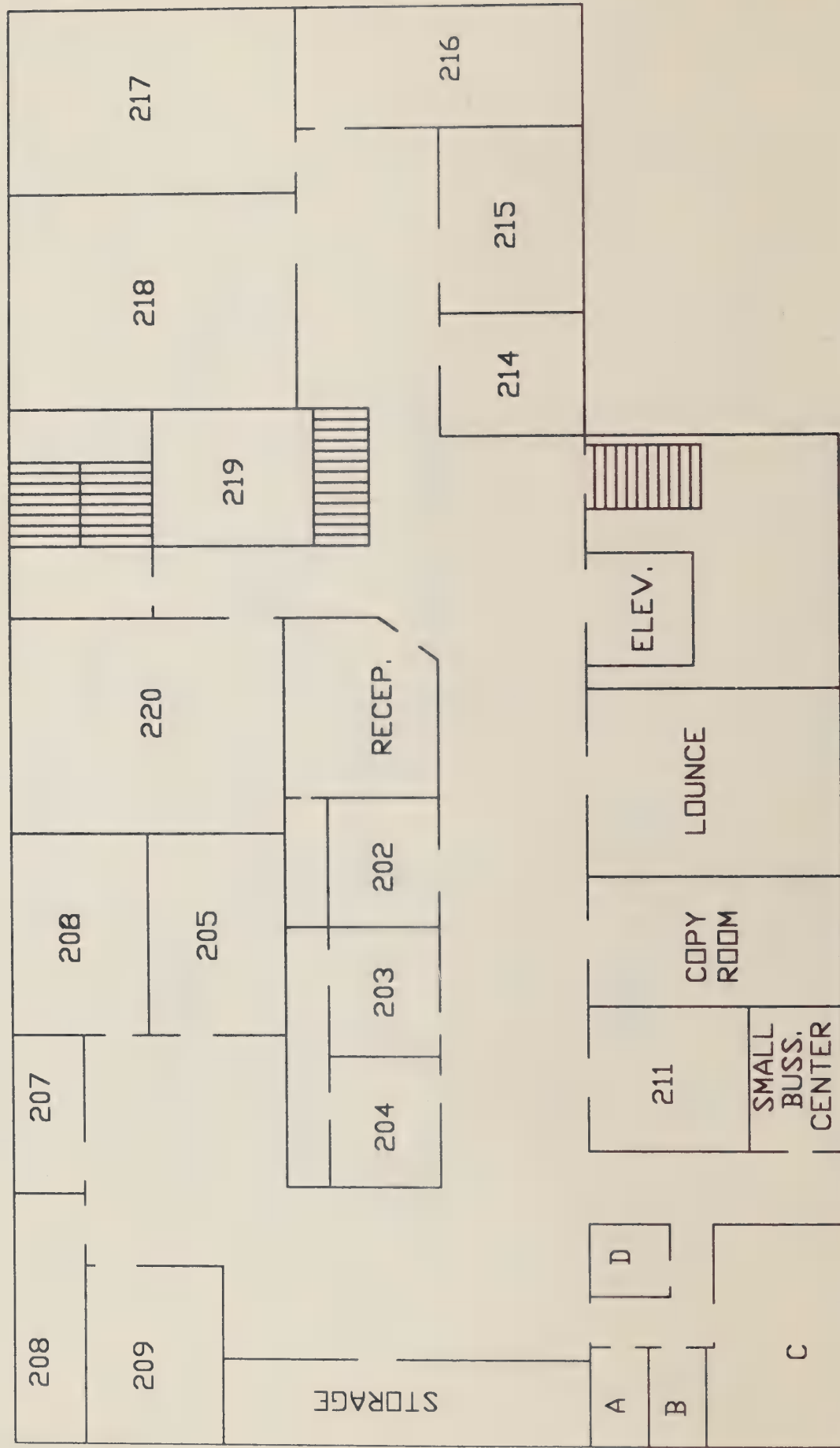




# UNION TECHNICAL EDUCATION CENTER 721 BREWER DRIVE, MONROE, NC.

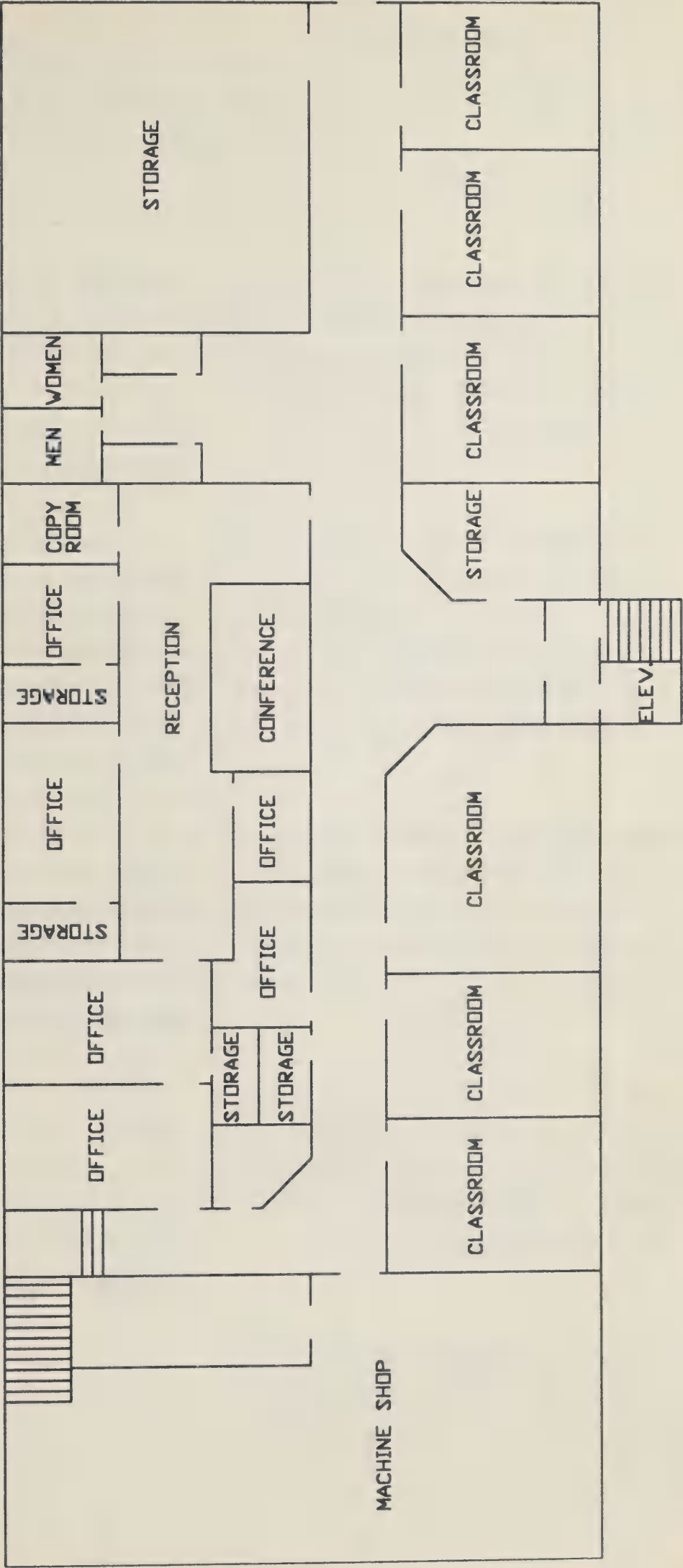


UNION TECHNICAL EDUCATION CENTER  
201F N MAIN STREET, MONROE, NC  
SECOND FLOOR





UNION TECHNICAL EDUCATION CENTER  
201F N MAIN STREET, MONROE, NC  
BASEMENT FLOOR



# Terms to Know

*To help you with words used by ACC faculty and staff, here is a list of frequently used terms and their definitions.*

**Academic standing:** Entering students must earn a grade point average (GPA) of 2.0 by the end of their first semester and maintain a GPA of 2.0 thereafter.

**Accreditation:** Various professional agencies appoint teams of evaluators who periodically study Anson's programs and services to ensure that they meet standards of quality and are relevant to the college's purpose.

**Adult High School (AHS):** A program of instruction offered cooperatively with local public school systems to help students earn an Adult High School diploma.

**Advisor:** A person who approves the selection of courses for your chosen field of study and is usually a faculty member or counselor in the Counseling Center.

**Associate in Applied Science (AAS):** A two-year technical degree that prepares you for the job market.

**Associate in Arts (AA):** A two-year college transfer program that concentrates on humanities and social sciences for those planning to work toward a bachelor of arts degree in a senior college.

**Associate in Science (AS):** A two-year college transfer program that concentrates on mathematics and science for the student planning to work toward a bachelor of science degree in a senior college.

**Audit:** A course for which you pay tuition and fees but do not receive credit. An Audit Request Form is available in the Counseling Center or from the appropriate division dean.

**Catalog:** The publication you can get in the Admissions Office that contains almost everything you need to know about Anson Community College and its programs.

**Certificate:** A program of study generally requiring 12 to 18 semester hours of course work.



**Community Services Division (CSD):**

This division, located in Wadesboro, includes Continuing Education, Basic Skills, Human Resources Development, Protective Services, and Business and Industry Services.

**Contact hours:** The actual number of hours in class per week, per course.

**Continuing Education:** This division provides noncredit courses for citizens who are 18 years old or older. The opportunities are based on individual need and previous educational achievement.

**Continuing Education Units (CEU):**

An item of measurement that acknowledges an individual's participation in non-credit class activities. A CEU equals 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

**Core courses:** Courses in each curriculum program that teach the essential skills and knowledge necessary for entry-level employment. These courses are listed in **bold** type.

**Counselor:** A person who provides you with personal, academic, vocational, and career counseling.

**Credit hours:** Every class is worth a value called a credit hour. Every degree, diploma and certificate program requires you to take a certain number of credit hours.

**Cumulative Grade Point Average**

**(GPA):** The average of your grades for all classes taken at Anson Community College. It is calculated by adding all earned quality points and dividing by the number of credit hours taken.

**Curriculum:** The program of courses required to receive a degree, diploma or certificate in your chosen area of study.

**Developmental Studies:** This program offers a series of courses for preparation, remediation, and academic guidance if you do not meet the entrance requirements for the curriculum of your choice.

**Diploma:** Curriculums that usually take one to two semesters to complete. Courses are not designed to transfer to a 4-year school.

**Drop/Add:** When you adjust your schedule by dropping courses you registered for but no longer wish to take, and/or adding other courses. The Drop/Add period is limited and is indicated on the calendar.

**Electives/Unrestricted Electives:** A course which is not specifically named in your curriculum, but is required to graduate. Check with your academic advisor before choosing an elective.

**Externship:** A course that offers non-paid hands-on experience in the workplace.

**Financial Aid:** Grants (monies given to students through the federal and state government) and scholarships are available to qualified students to help you meet your educational expenses.

**Full-time student:** A student who is taking at least 12 credit hours. A student who is registered for 11 credit hours or fewer in one semester is a part-time student.

**GED (General Education Development):** Persons who have not completed high school may choose to take a series of tests that correspond to most high school curriculums to determine if they qualify for a high school equivalency diploma.

**Human Resources Development (HRD):** A program to help unemployed or underemployed adults develop the essential skills needed for securing and maintaining employment.

**Independent Study/By Appointment:** A credit course, allowed only in special circumstances, in which you work individually with a faculty member. You register for these courses during the regular registration period.

**JTPA(Job Training Partnership Act):** A job training program, for eligible participants, which provides approved tuition, books, fees, and supportive services during the degree/diploma/certificate earning process.

**Learning Resources Center (LRC):** This division is made up of the library, audiovisual materials, telecourses and teleconferences. The LRC is housed in the Martin Building.

**Placement Testing:** A computerized test (CPT) used to identify your skill levels in reading, English, and basic math, and determine the appropriate classes to begin your studies .

**Plagiarize:** Using ideas or words of another as your own without crediting the source. Plagiarism is a form of cheating.

**Practicum:** A course that offers non-paid hands-on experience in the workplace.



**Prerequisites:** Preliminary skills, knowledge or other courses which are required before your enrollment in a particular course. Prerequisites are listed by course and course description in the catalog. Descriptions are alphabetized by course prefix.

**Probation:** You are placed on academic probation when your GPA falls below 2.0.

**SGA - Student Government Association:** You can get involved in SGA activities by contacting the student activities facilitator in Student Services.

**SHC:** Semester hour credit - You earn semester hour credits for each course you take.

**Student activity fee:** The fee you pay every semester that covers activities (cookouts, dances, etc.), part of graduation expenses, and the student newspaper.

**TBA(To Be Announced):** Term used in schedule if teacher or location has not been selected at the time of publication.

**Teleconference:** A presentation or meeting that is aired via satellite.

**Telecourse:** A curriculum course aired on public television that allows a student to complete a course without attending regularly scheduled classes on a campus.

**Testout:** You may, under certain conditions, take an exam and receive credit for a course without having gone through the course. You will receive a grade. Registration and a completed Testout form for the class is required.

**Transcript:** A printed record of every course you've taken at Anson Community College and the grades you've received. An official transcript is stamped with the seal of the college. Transcripts are obtained from the Student Records Office.

**Unclassified/Special credit student:** A student who is taking one or more curriculum credit courses, but who is not enrolled in a specific curriculum.

**Work-study:** A federally supported program, based on financial need, through which students are given preference for part-time employment on campus.

# *ADMISSIONS REQUIREMENTS*

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Availability of programs based on  
educational preparation

***If you have a . . .***

***You may enroll in . . .***

High School Diploma

--All programs

GED

--All programs

No high school diploma or  
GED

--All diploma and certificate  
programs except

✦ Health Information  
Technology

✦ Medical Assistant

✦ Nursing Assistant I

✦ Nursing Assistant II

✦ Practical Nursing

✦ Surgical Technology

*In order to qualify for financial aid, a student must possess a high school diploma or GED and be enrolled in a specific curriculum program. Certain other requirements may also apply. Please contact the Financial Aid Officer for more information.*



# HOW TO REGISTER

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- Look in the catalog at the Academic Calendar to find out when registration is, **or**
- Call Student Services for the date of the next registration.
- Are you a **NEW STUDENT**? Each new student is assigned an advisor when admissions requirements are completed. During the registration period for new students, meet with your advisor to select a program of study.
- Are you a **RETURNING STUDENT**? Meet with your advisor to select courses for your program of study. Once your courses are selected, your advisor will enter your courses into the computer.
- Are you receiving financial aid? You must have a voucher showing your financial aid status before you go to the Business Office.
- Go to the Business Office to pay your tuition and fees. When you have paid, you will get a copy of your schedule. If you are getting financial aid, you are required to present a voucher showing your financial aid status.
- Take your registration form to the Bookstore when you buy your books.

**Bring your registration form to each class.** It shows you are registered and have paid your tuition and fees.



If you have to drop a class or add a class, see your advisor or a counselor. Changes must be made during the scheduled times for dropping and adding classes.

# *QUESTIONS ABOUT . . .*

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<b><i>If you need to . . .</i></b>	<b><i>See the . . .</i></b>
Drop or add a course	Program advisor
Send an ACC transcript	Student Services
Obtain financial aid	Student Services
Get help with personal/academic problems	Student Services
Apply for graduation	Student Services
Withdraw	Student Services
Change your curriculum	Student Services
Organize a student activity	Student Government Association
Change name and/or address in college records	Student Services
Arrange a schedule	Program advisor
Check a grade	Instructor for the course
Make up a grade of Incomplete (I)	Instructor for the course
Request a new course or curriculum	Dean of Instruction or Director of Curriculum
Ask about GED, Adult High School, or Continuing Education courses.	Community Services Division or UTEC Downtown Campus
Pay college bills	Business Office or UTEC Brewer Drive Campus
Locate a part-time instructor	Dean of Instruction or Director of Curriculum



# *Programs*

*College Transfer (A.A., A.S.)*

*and*

*General Education (A.G.E.)*

*anson*

*community*

*college*

# Associate in Arts

(A10100)

		Credit
<b>GENERAL EDUCATION</b>		
ART 111	Art Appreciation <b>or</b>	3
	<i>MUS 110 Music Appreciation</i>	
BIO 111	General Biology I	4
BIO 112	General Biology II	4
CIS 110	Introduction to Computers	3
COM 231	Public Speaking	3
ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3
ENG 233	Major American Writers <b>or</b>	3
	<i>ENG 243 Major British Authors</i>	
GEO 111	World Regional Geography	3
HIS 111	World Civilizations I <b>or</b>	3
	<i>HIS 112 World Civilizations II</i>	
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1
PHI 240	Introduction to Ethics	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts, but **not** for literature requirement.



**OTHER REQUIRED HOURS (21 SHC)** may include additional general education and professional transfer courses. Choose from the following.

ANT 220	ART 121	ART 122	ART 131	ART 132
ART 281	CIS 115	ECO 252	ENG 273	GEO 130
HIS 131	HIS 132	HIS 221	HIS 236	MAT 151
MAT 151A	MAT 162	MAT 162A	MAT 171	MAT 171A
MAT 172	MAT 172A	MAT 271	MAT 272	MAT 273
MAT 280	MUS 112	MUS 114	MUS 213	PED 110
PED 120	PHI 215	PHY 110	PHY 110A	PHY 151
PHY 152	PHY 251	PHY 252	POL 120	PSY 237
PSY 239	PSY 241	PSY 281	REL 110	REL 112
REL 211	REL 212	REL 221	SPA 111	SPA 112

### Total Credit Hours

65

## Admissions Requirements

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✦ from your high school, or
  - ✦ General Educational Development (GED), and
  - ✦ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# *Associate in Science*

(A10400)

Credit

## **GENERAL EDUCATION**

ART 111	Art Appreciation	3
CIS 110	Introduction to Computers	3
COM 231	Public Speaking	3
ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3
ENG 233	Major American Writers <i>or</i>	3
<i>ENG 243 Major British Authors</i>		
GEO 111	World Regional Geography	3
HIS 111	World Civilizations I <i>or</i>	3
<i>HIS 112 World Civilizations II</i>		
MAT 171	Precalculus Algebra	3
MAT 171A	Precalculus Algebra Lab	1
PHI 240	Introduction to Ethics	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

## **Natural Science Sequence**

BIO 111	General Biology I <i>and</i>	4
BIO 112	General Biology II <i>or</i>	4

*PHY 151 and PHY 152 or PHY 251 and PHY 252*

## **OTHER REQUIRED HOURS**

Choose 14 hours from the following (may not include the Science Sequence chosen in Natural Sciences above):

BIO 111	BIO 112	BIO 165	BIO 166	CHM 131
CHM 131A	CHM 132	CIS 115	MAT 151	MAT 151A
MAT 172	MAT 172A	MAT 271	MAT 272	MAT 273
MAT 280	PHY 151	PHY 152	PHY 251	PHY 252

Choose 3 hours from the following:

ANT 220	ART 131	ART 132	ART 281	ECO 252
ENG 273	GEO 130	HIS 131	HIS 132	HIS 221
HIS 236	MUS 112	MUS 114	MUS 213	PED 110
PED 120	POL 120	PSY 237	PSY 239	PSY 241
PSY 281	REL 112	REL 211	REL 212	REL 221
SPA 111	SPA 112	MUS110		

**Total Credit Hours (64-65)**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts, but **not** for literature requirement.

### **Admissions Requirements**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.



# *Associate in General Education*

*(A10300)*

The Associate in General Education Degree may be used by a student to develop a curriculum in the college transfer and technical areas that meets a specific need for education and training not provided in one of the College's approved degree (AA, AS, or AAS) plans. Built into this degree is the flexibility to choose courses that meet the needs of a college transfer degree plan that includes significant amounts of technical course work.

				Credit
<b>GENERAL EDUCATION</b>				
COM 231	Public Speaking			3
ENG 111	Expository Writing			3
MAT 161	College Algebra			3
MAT 161A	College Algebra Lab			1
<b>Humanities and Fine Arts</b> (Choose from)				3
ART 111	ART 121	ART 122	ENG 233	
ENG 243	ENG 273	MUS 110	PHI 215	
PHI 240	REL 110	REL 211	REL 212	
REL 221	SPA 111	SPA 120		
<b>Social and Behavioral Sciences</b> (Choose from)				6
PSY 150	PSY 241	PSY 281	HIS 111	
HIS 112	HIS 131	HIS 132	HIS 236	
SOC 210				
<b>Sciences</b> (Choose from)				4
BIO 111	BIO 112	BIO 165	BIO 166	
CHM 131	CHM 131A	MAT 151	MAT 151A	
MAT 162	MAT162A	MAT 171	MAT171A	
MAT 172	MAT172A	MAT 175	MAT 175A	
PHY 110	PHY 110A	PHY 151	PHY 152	
PHY 251	PHY 252			

**COLLEGE TRANSFER OR TECHNICAL COURSES**

36

*Select courses at the 110 level or higher.*

**OTHER REQUIRED HOURS**

CIS 110

Introduction to Computers

3

**Total Credit Hours**

**65**

Students must meet the receiving university’s foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**Admissions Requirements  
for Associate in General Education  
and  
Program Options**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - from your high school, or
  - General Educational Development (GED), and
  - from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# Associate in General Education -

## Electronic Information Technology

### Multimedia Development Option

(A10300EC)

The Associate in General Education Degree may be used by a student to develop a curriculum in the college transfer and technical areas that meets a specific need for education and training not provided in one of the College’s approved degree (AA, AS, or AAS) plans. Built into this degree is the Electronic Information Technology - Multimedia Development Option.

				Credit
<b>GENERAL EDUCATION</b>				
COM 231	Public Speaking			3
ENG 111	Expository Writing			3
MAT 161	College Algebra			3
MAT 161A	College Algebra Lab			1
<b>Humanities and Fine Arts</b> (Choose from)				3
ART 111	ART 121	ART 122	ENG 233	
ENG 243	ENG 273	MUS 110	PHI 215	
PHI 240	REL 110	REL 211	REL 212	
REL 221	SPA 111	SPA 120		
<b>Social and Behavioral Sciences</b> (Choose from)				6
PSY 150	PSY 241	PSY 281	HIS 111	
HIS 112	HIS 131	HIS 132	HIS 236	
SOC 210				
<b>Sciences</b> (Choose from)				4
BIO 111	BIO 112	BIO 165	BIO 166	
CHM 131	CHM 131A	MAT 151	MAT 151A	
MAT 162	MAT162A	MAT 171	MAT171A	
MAT 172	MAT172A	MAT 175	MAT 175A	
PHY 110	PHY 110A	PHY 151	PHY 15	
PHY 251	PHY 252			



## TECHNICAL COURSES

CIS 160	Multimedia Resources Integration	3
CIS 162	Multimedia Presentation Software	3
CIS 163	Program Interfaces Internet	3
CIS 266	Multimedia Design	3
CIS 268	Multimedia Project <b>or</b>	3
<i>COE 113</i>	<i>Co-op Work Experience I</i>	
GRD 121	Drawing Fundamentals I	2
GRD 131	Illustration I	2
GRD 141	Graphic Design I	4
DFT 111	Technical Drafting I	4
DFT 151	Computer Aided Drafting I	3
GRA 151	Computer Graphics I	2
GRA 152	Computer Graphics II	2

## OTHER REQUIRED HOURS

CIS 110	Introduction to Computers	3
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<b>Total Credit Hours</b>	<b>66</b>
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# *Associate in General Education -*

## *Electronic Information Technology*

### *Webmastering Option*

#### *(A10300EW)*

The Associate in General Education Degree may be used by a student to develop a curriculum in the college transfer and technical areas that meets a specific need for education and training not provided in one of the College's approved degree (AA, AS, or AAS) plans. Built into this degree is the Electronic Information Technology - Webmastering Option.

				Credit
<b>GENERAL EDUCATION</b>				
COM 231	Public Speaking			3
ENG 111	Expository Writing			3
MAT 161	College Algebra			3
MAT 161A	College Algebra Lab			1
<b>Humanities and Fine Arts</b> (Choose from)				3
ART 111	ART 121	ART 122	ENG 233	
ENG 243	ENG 273	MUS 110	PHI 215	
PHI 240	REL 110	REL 211	REL 212	
REL 221	SPA 111	SPA 120		
<b>Social and Behavioral Sciences</b> (Choose from)				6
PSY 150	PSY 241	PSY 281	HIS 111	
HIS 112	HIS 131	HIS 132	HIS 236	
SOC 210				
<b>Sciences</b> (Choose from)				4
BIO 111	BIO 112	BIO 165	BIO 166	
CHM 131	CHM 131A	MAT 151	MAT 151A	
MAT 162	MAT162A	MAT 171	MAT171A	
MAT 172	MAT172A	MAT 175	MAT 175A	
PHS 110	PHY 110	PHY 110A	PHY 151	
PHY 152	PHY 251	PHY 252		

## TECHNICAL COURSES

CIS 163	Program Interfaces Internet	3
CIS 162	Multimedia Presentation Software	3
DFT 111	Technical Drafting I	4
DFT 151	Computer Aided Drafting I	3
GRA 151	Computer Graphics I	2
GRA 152	Computer Graphics II	2
GRD 121	Drawing Fundamentals I	2
GRD 131	Illustration I	2
GRD 141	Graphic Design I	4
NET 110	Data Communication/Networking	3
NET 260	Internet Development & Support	3
NET 293	Selected Topics - Internet <i>or</i>	3
COE 113	<i>Co-op Work Experience I</i>	

## OTHER REQUIRED HOURS

CIS 110	Introduction to Computers	3
<b>Total Credit Hours</b>		<b>66</b>



# *Associate in General Education*

## *Manufacturing Management Option*

*(A10300MM)*

The Associate in General Education Degree may be used by a student to develop a curriculum in the college transfer and technical areas that meets a specific need for education and training not provided in one of the College's approved degree (AA, AS, or AAS) plans. Built into this degree is the Manufacturing Management Option.

Credit

### **GENERAL EDUCATION**

COM 231	Public Speaking	3
ENG 111	Expository Writing	3
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1

### **Humanities and Fine Arts** (Choose from) 3

ART 111	ART 121	ART 122	ENG 233
ENG 243	ENG 273	MUS 110	PHI 215
PHI 240	REL 110	REL 211	REL 212
REL 221	SPA 111	SPA 120	

### **Social and Behavioral Sciences** (Choose from) 6

PSY 150	PSY 241	PSY 281	HIS 111
HIS 112	HIS 131	HIS 132	HIS 236
SOC 210			

### **Sciences** (Choose from) 4

BIO 111	BIO 112	BIO 165	BIO 166
CHM 131	CHM 131A	MAT 151	MAT 151A
MAT 162	MAT162A	MAT 171	MAT171A
MAT 172	MAT172A	MAT 175	MAT 175A
PHY 110	PHY 110A	PHY 151	PHY 152
PHY 251	PHY 252		

## OTHER REQUIRED HOURS

CIS 110	Introduction to Computers	3
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## TECHNICAL COURSES

BUS 137	Principles of Management	3
BUS 153	Human Resource Management	3
BUS 230	Small Business Management	3
BUS 253	Leadership and Management Skills	3
CIS 120	Spreadsheet I	3
CIS 152	Database Concepts & Applications	3
ECO 251	Principles of Microeconomics	3
ISC 111	Quality Control	2
ISC 133	Manufacturing Management Practices	2
OST 131	Keyboarding	2
OST 136	Word Processing	2

**Business elective** (Choose from) 3

BUS 110	BUS 135	BUS 147	BUS 151
BUS 152	BUS 217	BUS 237	

**FREE ELECTIVES** 2

**Total Credit Hours** 66

# *Notes*



# *Programs*

*Degree (A.A.S.)*

*anson*

*community*

*college*

# Accounting

(A25100)

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the language of business, accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

		Credit
<b>MAJOR HOURS</b>		
<b>ACC 120</b>	<b>Principles of Accounting I</b>	<b>4</b>
<b>ACC 121</b>	<b>Principles of Accounting II</b>	<b>4</b>
<b>ACC 129</b>	<b>Individual Income Taxes</b>	<b>3</b>
ACC 140	Payroll Accounting	2
ACC 150	Computerized General Ledger	2
<b>ACC 220</b>	<b>Intermediate Accounting I</b>	<b>4</b>
<b>ACC 221</b>	<b>Intermediate Accounting II</b>	<b>4</b>
<b>ACC 225</b>	<b>Cost Accounting</b>	<b>3</b>
<b>BUS 115</b>	<b>Business Law I</b>	<b>3</b>
BUS 121	Business Math	3
BUS 137	Principles of Management	3
BUS 225	Business Finance	3
<b>CIS 110</b>	<b>Introduction to Computers</b>	<b>3</b>
CIS 120	Spreadsheet I	3
<b>ECO 151</b>	<b>Survey of Economics</b>	<b>3</b>

<b>Elective</b> (Choose from)				3
BUS 110	BUS 116	BUS 125	BUS 135	
BUS 147	BUS 151	BUS 152	BUS 217	
BUS 237	MKT 120			

<b>Accounting Elective</b> (Choose from)				3
ACC 125	ACC 130	ACC 149	ACC 151	
ACC 226	ACC 269			

## GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics <u>and</u>	3
MAT 140A	Survey of Mathematics Lab	1
<b>or</b> BIO 111 General Biology I		

<b>Social Science Elective</b> (Choose one)		3
PSY 150	General Psychology <b>or</b>	
SOC 210	Introduction to Sociology	

<b>Humanities Elective</b> (Choose from)				3
ART 111	ART 113	DAN 140	DRA 122	
MUS 110	MUS 111	PHI 240	REL 110	
REL 211	REL 212	REL 221	SPA 110	
SPA 111	SPA 112	SPA 120		

<b>Total Credit Hours in Program</b>	<b>69</b>
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Courses listed in **bold** are core courses.

### Admissions Requirements

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.



# *Advertising and Graphic Design*

(A30100)

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

		Credit
<b>MAJOR HOURS</b>		
<b>GRA 151</b>	<b>Computer Graphics I</b>	<b>2</b>
<b>GRA 152</b>	<b>Computer Graphics 11</b>	<b>2</b>
<b>GRD 110</b>	<b>Typography I</b>	<b>3</b>
GRD 117	Design Career Exploration	2
<b>GRD 121</b>	<b>Drawing Fundamentals I</b>	<b>2</b>
GRD 122	Drawing Fundamentals II	2
<b>GRD 131</b>	<b>Illustration I</b>	<b>2</b>
GRD 132	Illustration II	2
GRD 133	Illustration III	2
<b>GRD 141</b>	<b>Graphic Design I</b>	<b>4</b>
<b>GRD 142</b>	<b>Graphic Design II</b>	<b>4</b>
GRD 233	Product Illustration	2
<b>GRD 241</b>	<b>Graphic Design III</b>	<b>4</b>
GRD 242	Graphics Design IV	4
GRD 243	Graphic Design V	4

<b>GRD 280</b>	<b>Portfolio Design</b>	<b>4</b>	
GRD 281	Design of Advertising	2	
GRD 285	Client Media Relations	2	
<b>Elective</b> (Choose from)		<b>3</b>	
GRD 113	GRD 160	GRD 210	GRD 231
GRD 232	GRD 282		

## OTHER REQUIRED HOURS

CIS 110	Introduction to Computers	3
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## GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
MAT 145	Analytical Math	3
MAT 145A	Analytical Math Lab	1

## Social Science Elective (Choose one) 3

PSY 150 General Psychology **or**  
*SOC 210 Introduction to Sociology*

## Humanities Elective 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

**Total Credit Hours in Program 71**

Courses listed in **bold** are core courses.

### Admissions Requirements

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# *Air Conditioning, Heating, and Refrigeration Technology*

(A35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and of advanced systems.

		Credit
<b>MAJOR HOURS</b>		
<b>AHR 110</b>	<b>Intro to Refrigeration</b>	<b>5</b>
<b>AHR 111</b>	<b>HVACR Electricity</b>	<b>3</b>
<b>AHR 112</b>	<b>Heating Technology</b>	<b>4</b>
<b>AHR 113</b>	<b>Comfort Cooling</b>	<b>4</b>
<b>AHR 114</b>	<b>Heat Pump Technology</b>	<b>4</b>
AHR 125	HVAC Electronics	2
AHR 130	HVAC Controls	3
AHR 133	HVAC Servicing	4
AHR 140	All-Weather Systems	2
AHR 151	HVAC Duct Systems I	2
AHR 160	Refrigerant Certification	1
AHR 180	HVACR Customer Relations	1
<b>AHR 210</b>	<b>Residential Building Code</b>	<b>2</b>
<b>AHR 211</b>	<b>Residential System Design</b>	<b>3</b>
<b>AHR 212</b>	<b>Advanced Comfort Systems</b>	<b>4</b>
AHR 240	Hydronic Heating	2



AHR 250	HVAC System Diagnostics	2
AHR 255	Indoor Air Quality	2
PHY 121	Applied Physics I	4

### OTHER REQUIRED HOURS

CIS 110	Introduction to Computers	3
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### GENERAL EDUCATION

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 110	Mathematical Measurement	3

**Social Science Elective** (Choose one) 3

PSY 150	General Psychology	or
SOC 210	Introduction to Sociology	

**Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

**Total Credit Hours in Program** 72

Courses listed in **bold** are core courses.

#### Admissions Requirements

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# *Business Administration*

*(A25120)*

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

		Credit
<b>MAJOR HOURS</b>		
<b>ACC 120</b>	<b>Principles of Accounting I</b>	<b>4</b>
<b>BUS 115</b>	<b>Business Law I</b>	<b>3</b>
BUS 116	Business Law II	3
BUS 121	Business Math	3
<b>BUS 137</b>	<b>Principles of Management</b>	<b>3</b>
BUS 153	Human Resource Management	3
BUS 225	Business Finance	3
BUS 230	Small Business Management	3
BUS 253	Leadership and Management Styles	3
<b>CIS 110</b>	<b>Introduction to Computers</b>	<b>3</b>
CIS 120	Spreadsheet I	3
CIS 152	Data Base Concepts and Applications	3
<b>ECO 151</b>	<b>Survey of Economics or</b>	<b>3</b>
<b>MKT 120</b>	<b>Principles of Marketing</b>	<b>3</b>

<b>Business Electives</b> (Choose from)				9
ACC 121	ACC 129	ACC 140	BUS 110	
BUS 125	BUS 135	BUS 147	BUS 151	
BUS 152	BUS 217	BUS 237	BUS 239	
CIS 165	CIS 169	ECO 251	ECO 252	

## GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics <u>and</u>	3
MAT 140A	Survey of Mathematics Lab	1
<i>or BIO 111 General Biology I</i>		

<b>Social Science Elective</b> (Choose one)	3
PSY 150 General Psychology <i>or</i>	
<i>SOC 210 Introduction to Sociology</i>	

Humanities Elective (Choose from)				3
ART 111	ART 113	DAN 140	DRA 122	
MUS 110	MUS 111	PHI 240	REL 110	
REL 211	REL 212	REL 221	SPA 110	
SPA 111	SPA 112	SPA 120		

<b>Total Credit Hours in Program</b>	<b>68</b>
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Courses listed in **bold** are core courses.

### Admissions Requirements

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.



# *Computer Programming*

(A25130)

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

Credit

## **MAJOR HOURS**

ACC 120	Principles of Accounting I	4
BUS 253	Leadership and Management Skills	3
<b>CIS 110</b>	<b>Introduction to Computers</b>	<b>3</b>
<b>CIS 115</b>	<b>Introduction to Programming &amp; Logic</b>	<b>3</b>
CIS 120	Spreadsheet I	3
<b>CIS 130</b>	<b>Survey of Operating Systems</b>	<b>3</b>
CIS 147	Operating System -Windows	3
<b>CIS 152</b>	<b>Database Concepts and Applications</b>	<b>3</b>
CIS 286	Systems Analysis & Design	3
CIS 288	Systems Project	3
<b>CSC 132</b>	<b>BASIC Programming</b>	<b>3</b>
<b>CSC 133</b>	<b>C Programming</b>	<b>3</b>
CSC 143	Object-Oriented Prog	3
<b>CSC 232</b>	<b>Advanced BASIC</b>	<b>3</b>
<b>CSC 233</b>	<b>Advanced C</b>	<b>3</b>
ECO 151	Survey of Economics	3
<b>NET 110</b>	<b>Data Communications/Networking</b>	<b>3</b>

**GENERAL EDUCATION**

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 145	Analytical Math	3
MAT 145A	Analytical Math Lab	1

**Social Science Elective** (Choose one) 3

PSY 150	General Psychology	or
SOC 210	Introduction to Sociology	

**Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

**Total Credit Hours in Program** 68

Courses listed in **bold** are core courses.

**Admissions Requirements**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✦ from your high school, or
  - ✦ General Educational Development (GED), and
  - ✦ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# *Criminal Justice Technology*

(A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

		Credit
<b>MAJOR HOURS</b>		
<b>CJC 111</b>	<b>Introduction To Criminal Justice</b>	<b>3</b>
<b>CJC 112</b>	<b>Criminology</b>	<b>3</b>
<b>CJC 113</b>	<b>Juvenile Justice</b>	<b>3</b>
<b>CJC 131</b>	<b>Criminal Law</b>	<b>3</b>
CJC 132	Court Procedure & Evidence	3
CJC 141	Corrections	3
<b>CJC 212</b>	<b>Ethics And Community Relations</b>	<b>3</b>
CJC 213	Substance Abuse	3
<b>CJC 221</b>	<b>Investigative Principles</b>	<b>4</b>
CJC 222	Criminalistics	3
<b>CJC 231</b>	<b>Constitutional Law</b>	<b>3</b>
HEA 112	First Aid & CPR	2

## **MAJOR ELECTIVES** (Select Electives Group I or Electives Group II)

### *Electives Group I* (Offered on Monroe Campus)

CJC 151	Introduction To Loss Prevention	3
CJC 233	Correctional Law	3
CJC 293	Selected Topics in Criminal Justice	3
SOC 210	Introduction to Sociology	3



### *Electives Group II (Offered on Polkton Campus)*

CJC 121	Law Enforcement Operations	3
CJC 215	Organization & Administration	3
COE 121	Co-op work Experience II	1
PSY 281	Abnormal Psychology	3

### **OTHER REQUIRED HOURS**

CIS 110	Introduction To Computers	3
COE 111	Co-op Work Experience	1

### **GENERAL EDUCATION**

COM 140	Intercultural Communication	3
<b>or</b> <i>ENG 115 Oral Communication</i>		
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics <u>and</u>	3
MAT 140A	Survey of Mathematics Lab	1
<b>or</b> <i>BIO 111 General Biology I</i>		
PSY 150	General Psychology	3

### **Humanities Elective** 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

**Total Credit Hours in Program** 66

Courses listed in **bold** are core courses.

### **Admissions Requirements**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# *Early Childhood Associate*

(A55220)

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

## **MAJOR HOURS**

		Credit
<b>COE 111</b>	<b>Co-op Work Experience</b>	<b>1</b>
COE 115	Co-op Experience Seminar	1
COE 121	Co-op Work Experience II	1
COE 125	Co-op Experience Seminar	1
COE 131	Co-op Work Experience III	1
COE 135	Co-op Experience Seminar	1
EDU 119	Early Childhood Education	4
<i>or EDU 111 Early Childhood Credential I</i>		
<i>and EDU 112 Early Childhood Credential II</i>		
<b>EDU 131</b>	<b>Children, Family, and Community</b>	<b>3</b>
<b>EDU 144</b>	<b>Child Development I</b>	<b>3</b>
<b>EDU 145</b>	<b>Child Development II</b>	<b>3</b>
<b>EDU 146</b>	<b>Child Guidance</b>	<b>3</b>
EDU 151	Creative Activities	3
EDU 153	Health, Safety, & Nutrition	3
EDU 188	Issues in Early Childhood Education	2
<b>EDU 221</b>	<b>Children With Special Needs</b>	<b>3</b>
EDU 234	Infants, Toddlers, and Twos	3

EDU 252	Math and Science Activities	3
EDU 253	Music for Young Children	2
EDU 261	Early Childhood Administration I	2
EDU 282	Early Childhood Literature	3

**Business Electives (Choose from)** 9

ACC120	BUS 230	CIS 152	EDU 262
EDU 259	EDU 275		

**OTHER REQUIRED HOURS**

CIS 110	Introduction to Computers	3
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**GENERAL EDUCATION**

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics <i>and</i>	3
MAT 140A	Survey of Mathematics Lab	1

**Social Science Elective** (Choose one) 3

PSY 150	General Psychology <b>or</b>
<i>SOC 210</i>	<i>Introduction to Sociology</i>

**Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

**Total Credit Hours in Program** 74

Courses listed in **bold** are core courses.

**Admissions Requirements**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.



# *Electrical/Electronics Technology*

(A35220)

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

		Credit
<b>MAJOR HOURS</b>		
DFT 151	CAD I	3
ELC 112	DC/AC Electricity	5
ELC 113	Basic Wiring I	4
ELC 115	Industrial Wiring	4
ELC 117	Motors and Controls	4
ELC 118	National Electrical Code	2
ELC 128	Introduction to PLC	3
ELN 131	Electronic Devices	4
ELN 132	Linear IC Application	4
ELN 133	Digital Electronics	4
ELN 231	Industrial Controls	3
ELN 232	Introduction to Microprocessors	4
ELN 275	Troubleshooting	2
HYD 110	Hydraulics/Pneumatics	3
<b>OTHER REQUIRED HOURS</b>		
CIS 110	Introduction to Computers	3

## GENERAL EDUCATION

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
MAT 145	Analytical Math	3
MAT 145A	Analytical Math Lab	1

### **Social Science Elective** (Choose one) 3

PSY 150	General Psychology	<b>or</b>
<i>SOC 210</i>	<i>Introduction to Sociology</i>	

### **Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

### **Total Credit Hours in Program** 68

Courses listed in **bold** are core courses.

#### **Admissions Requirements**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✦ from your high school, or
  - ✦ General Educational Development (GED), and
  - ✦ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# *Electric Lineman Technology*

*Cooperative Transfer Program Offered in Cooperation with  
Nash Community College*

Anson Community College has a transfer agreement for this program with Nash Community College. In this cooperative agreement, students are able to take several general courses at Anson Community College to be transferred to Nash Community College for credit toward the Electric Lineman Technology degree. Specialty courses are taught at Nash Community College. The Applied Science Degree in Electric Lineman Technology will be awarded by Nash Community College.

# *Emergency Medical Science*

*Cooperative Transfer Program Offered in Cooperation with  
Montgomery Community College*

Anson Community College has a transfer agreement for this program with Montgomery Community College. In this cooperative agreement, students are able to take several general courses at Anson Community College to be transferred to Montgomery Community College for credit toward the Emergency Medical Science degree. Specialty courses are taught at Montgomery Community College. The Applied Science Degree in Emergency Medical Science will be awarded by Montgomery Community College.



# *Forest Management Technology*

*Cooperative Transfer Program Offered in Cooperation with  
Montgomery Community College*

Anson Community College has a transfer agreement for this program with Montgomery Community College. In this cooperative agreement, students are able to take several general courses at Anson Community College to be transferred to Montgomery Community College for credit toward the Forest Management Technology degree. Specialty courses are taught at Montgomery Community College. The Applied Science Degree in Forest Management Technology will be awarded by Montgomery Community College.

# General Occupational Technology

(A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

				Credit
<b>I. REQUIRED COURSES</b>				
<b>GENERAL EDUCATION</b>				
COM 140	Intercultural Communications			3
ENG 111	Expository Writing			3
MAT 145	Analytical Math			3
MAT 145A	Analytical Math Lab			1
<b>Social Science Elective</b> (Choose one)				3
PSY 150	General Psychology <b>or</b>			
SOC 210	Introduction to Sociology			
<b>Humanities Elective</b> (Choose from)				3
ART 111	ART 113	DAN 140	DRA 122	
MUS 110	MUS 111	PHI 240	REL 110	
REL 211	REL 212	REL 221	SPA 110	
SPA 111	SPA 120			

<b>OTHER REQUIRED HOURS</b>				
CIS 110	Introduction to Computers			3

## II. CORE COURSES 18

A combination of **core courses** from degree curriculums. Courses listed in **bold** are core courses.

## III. TECHNICAL COURSES 27

Courses from the college's course listings (courses at the 110 level and above.)

**Total Credit Hours in Program 64**

### Admissions Requirements

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✦ from your high school, or
  - ✦ General Educational Development (GED), and
  - ✦ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.



# *Health Information Technology*

(A45360)

The Health Information Technology curriculum prepares individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become an Accredited Record Technician (ART). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, out-patient clinics, physicians' offices, Hospice, and mental health facilities.

		Credit
<b>MAJOR HOURS</b>		
<b>BIO 165</b>	<b>Anatomy and Physiology I</b>	<b>4</b>
<b>BIO 166</b>	<b>Anatomy and Physiology II</b>	<b>4</b>
CIS 110	Introduction to Computers	3
<b>HIT 110</b>	<b>Health Information Orientation</b>	<b>2</b>
<b>HIT 112</b>	<b>Health Law and Ethics</b>	<b>3</b>
<b>HIT 114</b>	<b>Record Systems/Standards</b>	<b>3</b>
<b>HIT 122</b>	<b>Directed Practice I</b>	<b>1</b>
<b>HIT 210</b>	<b>Health Care Statistics</b>	<b>4</b>
<b>HIT 212</b>	<b>Coding/Classification I</b>	<b>4</b>
<b>HIT 214</b>	<b>Coding/Classification II</b>	<b>4</b>
<b>HIT 216</b>	<b>Quality Management</b>	<b>3</b>
<b>HIT 218</b>	<b>Management</b>	<b>3</b>
<b>HIT 220</b>	<b>Computers in Health Care</b>	<b>2</b>
<b>HIT 222</b>	<b>Directed Practice III</b>	<b>2</b>
<b>HIT 226</b>	<b>Principles of Disease</b>	<b>3</b>

<b>HIT 280</b>	<b>Professional Issues</b>	<b>2</b>
HIT 293	Selected Topics in HIT	3
<b>MED 121</b>	<b>Medical Terminology I</b>	<b>3</b>
<b>MED 122</b>	<b>Medical Terminology II</b>	<b>3</b>
<b>GENERAL EDUCATION</b>		
COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 110	Mathematical Measurement	3
<b>Social Science Elective</b> (Choose one)		<b>3</b>
PSY 150	General Psychology <b>or</b>	
<i>SOC 210</i>	<i>Introduction to Sociology</i>	
<b>Humanities Elective</b> (Choose from)		<b>3</b>
ART 111	ART 113	DAN 140
MUS 110	MUS 111	PHI 240
REL 211	REL 212	REL 221
SPA 111	SPA 112	SPA 120
<b>Total Credit Hours in Program</b>		<b>71</b>

Courses listed in **bold** are core courses.

#### **Admissions Requirements**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# Human Services Technology

(A45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

		Credit
<b>MAJOR HOURS</b>		
<b>HSE 110</b>	<b>Introduction to Human Services</b>	<b>3</b>
<b>HSE 112</b>	<b>Group Process I</b>	<b>2</b>
<b>HSE 123</b>	<b>Interviewing Techniques</b>	<b>3</b>
<b>HSE 125</b>	<b>Counseling</b>	<b>3</b>
<b>HSE 210</b>	<b>Human Services Issues</b>	<b>2</b>
<b>HSE 225</b>	<b>Crisis Intervention</b>	<b>3</b>
<b>HSE 227</b>	<b>Children &amp; Adolescents In Crisis</b>	<b>3</b>
<b>HSE 245</b>	<b>Stress Management</b>	<b>3</b>
<b>PSY 150</b>	<b>General Psychology</b>	<b>3</b>
<b>PSY 281</b>	<b>Abnormal Psychology</b>	<b>3</b>
<b>SOC 232</b>	<b>Social Context of Aging</b>	<b>3</b>

**MAJOR ELECTIVES** (Select 16 SHC from one set. Selections must include courses listed in *italics*.)

## *Elective Set I*

<i>HSE 160</i>	<i>HSE 163</i>	<i>HSE 240</i>	<i>HSE 255</i>
<i>HSE 260</i>	<i>HSE 264</i>	<i>PSY 265</i>	<i>SWK 113</i>



### *Elective Set II*

<i>COE 111</i>	<i>COE 115</i>	<i>COE 121</i>	<i>COE 125</i>
HSE 220	PSY 241	PSY 255	SAB 110

### **OTHER REQUIRED HOURS**

CIS 110	Introduction to Computers	3
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### **GENERAL EDUCATION**

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics <u>and</u>	3
MAT 140A	Survey of Mathematics Lab	1
<b>or</b>	<i>BIO 111 General Biology I</i>	
SOC 210	Introduction to Sociology	3

### **Social Science Elective** (Choose one) 3

SOC 220	Social Problems <b>or</b>	
<i>SOC 213</i>	<i>Sociology of the Family</i>	

### **Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

### **Total Credit Hours In Program** 69

Courses listed in **bold** are core courses.

#### **Admissions Requirements**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✦ from your high school, or
  - ✦ General Educational Development (GED), and
  - ✦ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# *Human Services Technology - Developmental Disabilities*

(A4538A)

The Human Services Technology/Developmental Disabilities concentration is designed to train technicians to work with children and adults with physical, mental, and emotional disabilities. Students will specialize in the areas of developmental disabilities and mental retardation.

Students will gain an understanding of the handicapping effects of developmental disabilities in medical, psychological, social, educational, vocational, and economic terms. Fieldwork and clinical experience in community agencies providing comprehensive services to disabled persons and their families will be provided.

Graduates should qualify for employment in group homes, foster care homes, respite services, vocational rehabilitation agencies, sheltered workshops, adult developmental activities programs, early childhood intervention programs, and other programs for developmentally disabled and mentally retarded individuals and their families.

<b>MAJOR HOURS</b>		<b>Credit</b>
DDT 110	Developmental Disabilities	3
DDT 120	Teaching Developmentally Disabled	3
DDT 130	Residential Services	3
DDT 210	DDT Health Issues	3
DDT 220	Program Planning Process	3
COE 111	Co-op Work Experience I	1
COE 115	Work Experience Seminar I	1
COE 121	Co-op Work Experience II	1
COE 125	Work Experience Seminar II	1
<b>HSE 110</b>	<b>Introduction to Human Services</b>	<b>3</b>
<b>HSE 112</b>	<b>Group Process I</b>	<b>2</b>
<b>HSE 123</b>	<b>Interviewing Techniques</b>	<b>3</b>
<b>HSE 125</b>	<b>Counseling</b>	<b>3</b>
<b>HSE 210</b>	<b>Human Services Issues</b>	<b>2</b>
<b>HSE 225</b>	<b>Crisis Intervention</b>	<b>3</b>

HSE 251	Activities Therapy	3
MHA 238	Psychopathology	3
<b>PSY 150</b>	<b>General Psychology</b>	<b>3</b>
PSY 255	Introduction to Exceptionality	3
PSY 265	Behavioral Modification	3
<b>PSY 281</b>	<b>Abnormal Psychology</b>	<b>3</b>
<b>SOC 220</b>	<b>Social Problems</b>	<b>3</b>

### OTHER REQUIRED HOURS

CIS 110	Introduction to Computers	3
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### GENERAL EDUCATION

MAT 140	Survey of Mathematics <u>and</u>	3
MAT 140A	Survey of Mathematics Lab	1
<b>or</b>	<i>BIO 111 General Biology I</i>	
ENG 111	Expository Writing	3
COM 140	Intercultural Communication	3
SOC 210	Introduction to Sociology	3

**Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 120		

**Total Credit Hours in Program** 71

Courses listed in **bold** are core courses.

#### Admissions Requirements

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.



# *Human Services Technology - Social Services*

*(A4538D)*

The Human Services Technology/Social Services concentration prepares students for direct service delivery work in social service agencies. The curriculum enables students to link theory and practice through interactive classroom activities developing a skill-based academic foundation.

Course work includes the history of the social service movement, ethical issues, case management, diversity issues, law in the practice of social work, and community resources. Students also gain skills in interviewing and counseling techniques.

Graduates should qualify for employment with local, county, state, and federal government social service agencies. Employment includes family and child assistance, rehabilitation health services, medical assistance, youth services, aging, and developmentally disabled programs in public and private settings.

		Credit
<b>MAJOR HOURS</b>		
<b>HSE 110</b>	<b>Introduction to Human Services</b>	<b>3</b>
<b>HSE 112</b>	<b>Group Process I</b>	<b>2</b>
<b>HSE 123</b>	<b>Interviewing Techniques</b>	<b>3</b>
<b>HSE 125</b>	<b>Counseling</b>	<b>3</b>
HSE 160	HSE Clinical Supervision I	1
HSE 163	HSE Clinical Experience I	3
<b>HSE 210</b>	<b>Human Services Issues</b>	<b>2</b>
<b>HSE 225</b>	<b>Crisis Intervention</b>	<b>3</b>
HSE 227	Children & Adolescents In Crisis	3
HSE 260	HSE Clinical Supervision II	1
HSE 264	HSE Clinical Experience II	4
<b>PSY 150</b>	<b>General Psychology</b>	<b>3</b>
<b>PSY 281</b>	<b>Abnormal Psychology</b>	<b>3</b>
<b>SOC 220</b>	<b>Social Problems</b>	<b>3</b>
SWK 110	Introduction to Social Work	3

SWK 113	Working with Diversity	3
SWK 115	Community Resources	3
SWK 214	Social Work Law	3
SWK 220	SWK Issues in Client Services	3

### OTHER REQUIRED HOURS

CIS 110	Introduction to Computers	3
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### GENERAL EDUCATION

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics <u>and</u>	3
MAT 140A	Survey of Mathematics Lab	1
<i>or BiO 111 General Biology</i>		
SOC 210	Introduction to Sociology	3

**Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 120		

**Total Credit Hours In Program** 70

Courses listed in **bold** are core courses.

#### Admissions Requirements

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✦ from your high school, or
  - ✦ General Educational Development (GED), and
  - ✦ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# *Industrial Management Technology*

(A50260)

The Industrial Management Technology curriculum is designed to equip students with the knowledge, skills, and abilities to function effectively in staff, front-line leadership, and mid-level management positions in organizations. The program emphasizes team building, TQM, SPC, motivation, continuous improvement, systems, and leadership.

Course work includes the integrated study of quality and productivity improvement, production operations, management, financial analysis, problem solving, and management of resources-human, physical, and information. Course work incorporates a broad understanding of computer applications to analyze and solve problems.

Graduates should qualify for entry-level positions such as front-line supervisor, engineering assistant, production planner, inventory supervisor, or as a quality control technician. With additional training and experience, graduates could become plant manager or production managers.

## **MAJOR HOURS**

CIS 110	Introduction to Computers	3
COE 111	Cooperative Work Experience I	1
DFT 111	Technical Drafting I	4
DFT 15I	CAD I	3
ECO 151	Survey of Economics	3
<b>ISC 112</b>	<b>Industrial Safety</b>	<b>2</b>
<b>ISC 132</b>	<b>Manufacturing Quality Control</b>	<b>3</b>
<b>ISC 133</b>	<b>Manufacturing Management Practices</b>	<b>2</b>
<b>ISC 135</b>	<b>Principles of Industrial Management</b>	<b>3</b>
<b>ISC 136</b>	<b>Productivity Analysis I</b>	<b>3</b>
ISC 140	Material & Capacity Plan	3
ISC 141	Production Activity Control	3
ISC 142	Inventory Management	3
ISC 170	Problem-Solving Skills	3



<b>ISC 233</b>	<b>Industrial Organization and Management</b>	<b>3</b>
ISC 293	Special Topics	3
<b>MEC 145</b>	<b>Manufacturing Materials I</b>	<b>3</b>
MEC 242	Manufacturing Processes: APICS CIRM	3
OMT 160	Ethical Issues in Operations Management	3
OMT 245	Master Planning	3

## GENERAL EDUCATION

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 161	College Algebra	3

**Social Science Elective** (Choose one) **3**

PSY 150      General Psychology    **or**  
               SOC 210      *Introduction to Sociology*

**Humanities Elective** (Choose from) **3**

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

**Total Credit Hours in Program** **72**

Courses listed in **bold** are core courses.

### Admissions Requirements

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# *Information Systems*

*(A25260)*

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

		Credit
<b>Major Hours</b>		
<b>ACC 120</b>	<b>Principles of Accounting I</b>	<b>4</b>
BUS 253	Leadership and Management Skills	3
<b>CIS 110</b>	<b>Introduction to Computers</b>	<b>3</b>
<b>CIS 115</b>	<b>Introduction to Programming and Logic</b>	<b>3</b>
CIS 120	Spreadsheet I	3
<b>CIS 130</b>	<b>Survey of Operating Systems</b>	<b>3</b>
CIS 147	Operating System -Windows	3
<b>CIS 152</b>	<b>Database Concepts and Applications</b>	<b>3</b>
CIS 169	Business Presentations	2
CSC 133	C Programming	3
ECO 151	Survey of Economics	3
<b>NET 110</b>	<b>Data Communications/Networking</b>	<b>3</b>
OST 136	Word Processing	2
CIS 165	Desktop Publishing I or	3
CIS 160	Multimedia Resource Integration	

CIS 215	Hardware Installation/Maintenance <b>or</b>	3
<i>CIS 162</i>	<i>Multimedia Presentation Software</i>	
CIS 217	Computer Training & Support <b>or</b>	3
<i>CIS 163</i>	<i>Program Interfaces Internet</i>	
CIS 286	Systems Analysis & Design <b>or</b>	3
<i>CIS 266</i>	<i>Multimedia Design <b>or</b></i>	
<i>NET 260</i>	<i>Internet Development and Support</i>	
CIS 288	Systems Project <b>or</b>	3
<i>CIS 268</i>	<i>Multimedia Project <b>or</b></i>	
<i>NET 293</i>	<i>Special Topics - Internet</i>	

## GENERAL EDUCATION

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 145	Analytical Math	3
MAT 145A	Analytical Math Lab	1

### **Social Science Elective** (Choose one) 3

PSY 150	General Psychology <b>or</b>	
<i>SOC 210</i>	<i>Introduction to Sociology</i>	

### **Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

**Total Credit Hours in Program** 69

Courses listed in **bold** are core courses.

### **Admissions Requirements**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.



# *Machining Technology*

## *(A50300)*

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment, and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations, and make decisions to ensure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies, and in a wide range of specialty machining job shops.

		Credit
<b>MAJOR HOURS</b>		
<b>BPR 111</b>	<b>Blueprint Reading</b>	<b>2</b>
<b>BPR 121</b>	<b>Blueprint Reading: Mechanical</b>	<b>2</b>
COE 111	Co-operative Work Experience I	1
COE 122	Cooperative Work Experience II	2
DFT 151	CAD I	3
<b>MAC 111</b>	<b>Machining Technology I</b>	<b>6</b>
<b>MAC 112</b>	<b>Machining Technology II</b>	<b>6</b>
<b>MAC 113</b>	<b>Machining Technology III</b>	<b>6</b>
<b>MAC 121</b>	<b>Introduction to CNC</b>	<b>2</b>
<b>MAC 122</b>	<b>CNC Turning</b>	<b>2</b>
MAC 124	CNC Milling	2
MAC 151	Machine Calculations	2
MAC 152	Advanced Machine Calculations	2
MAC 214	Machining Technology IV	6
MAC 229	CNC Programming	2
MAC 231	CNC Graphics Programming: Turning <i>or</i>	3
MAC 232	CNC Graphics Programming: Milling	
MAC 248	Production Procedures	2
MAC 293	Selected Topics in Machining	3

**OTHER REQUIRED HOURS**

CIS 110	Introduction to Computers	3
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**GENERAL EDUCATION**

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics <b>and</b>	3
MAT 140A	Survey of Mathematics Lab	1

**Social Science Elective** (Choose one) 3

PSY 150	General Psychology <b>or</b>
<i>SOC 210</i>	<i>Introduction to Sociology</i>

**Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

**Total Credit Hours in Program** 73

Courses listed in **bold** are core courses.

**Admissions Requirements**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# *Mechanical Engineering Technology - Drafting and Design*

(A4032A)

Drafting and Design is a concentration under the curriculum title of Mechanical Engineering Technology. This curriculum prepares graduates to draft and/or design machine parts, mechanisms, and mechanical systems. Computer-aided drafting (CAD) will be emphasized as the primary method of producing drawings/documentation.

Course work includes manual and computer-aided drafting equipment, materials, statics, manufacturing methods and processes, mathematics, physics, and written and oral communications. Students should acquire skills such as thinking and planning with the emphasis on drafting and design skills.

Graduates of this curriculum will qualify to work in many fields of drafting. Drafting and design technicians are employed in manufacturing, research and development, engineering and service firms, government agencies, and related specialities.

		Credit
<b>MAJOR HOURS</b>		
DDF 211	Design Drafting I ✓	4
DDF 212	Design Drafting II ✓	4
DDF 213	Design Drafting III ✓	4
DDF 214	Tool Design ✓	4
<b>DFT 111</b>	<b>Technical Drafting I</b> ✓	<b>4</b>
DFT 112	Technical Drafting II ✓	4
<b>DFT 151</b>	<b>CAD I</b> ✓	<b>3</b>
DFT 152	CAD II ✓	3
DFT 214	Descriptive Geometry ✓	2
HYD 110	Hydraulics/Pneumatics I ✓	3
<b>MAT 172</b>	<b>Precalculus Trigonometry</b> —	<b>3</b>
MEC 130	Mechanisms ✓	3
MEC 142	Physical Metallurgy ✓	2
<b>MEC 250</b>	<b>Statics &amp; Strength of Materials</b> —	<b>5</b>
<b>PHY 151</b>	<b>College Physics I</b> —	<b>4</b>



## OTHER REQUIRED HOURS

CIS 110	Introduction to Computers ✓	3
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## GENERAL EDUCATION

COM 140	Intercultural Communications	3
ENG 111	Expository Writing ✓	3
MAT 171	Precalculus Algebra —	3

**Social Science Elective** (Choose one) 3

PSY 150	General Psychology or
SOC 210	Introduction to Sociology

**Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

**Total Credit Hours in Program** 70

Courses listed in **bold** are core courses.

### Admissions Requirements

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# Medical Assisting

(A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

		Credit
<b>MAJOR HOURS</b>		
ACC 120	Principles of Accounting I	4
<b>BIO 163</b>	<b>Basic Anatomy &amp; Physiology</b>	<b>5</b>
BUS 137	Business Management <b>or</b>	3
	<i>HIT 218 Management</i>	
<b>MED 110</b>	<b>Orientation to Medical Assisting</b>	<b>1</b>
MED 112	Orientation to Clinical Setting I	1
MED 114	Professional Interaction in Health Care	1
<b>MED 118</b>	<b>Medical Law and Ethics</b>	<b>2</b>
<b>MED 121</b>	<b>Medical Terminology I</b>	<b>3</b>
<b>MED 122</b>	<b>Medical Terminology II</b>	<b>3</b>
<b>MED 130</b>	<b>Administrative Office Procedures I</b>	<b>2</b>
<b>MED 131</b>	<b>Administrative Office Procedures II</b>	<b>2</b>
<b>MED 134</b>	<b>Medical Transcription</b>	<b>3</b>
<b>MED 140</b>	<b>Exam Room Procedures I</b>	<b>5</b>
<b>MED 150</b>	<b>Laboratory Procedures I</b>	<b>5</b>
MED 232	Medical Insurance Coding	2
<b>MED 260</b>	<b>MED Clinical Externship</b>	<b>5</b>
MED 262	Clinical Perspectives	1

MED 264	Medical Assisting Overview	2
MED 270	Symptomatology	3
MED 272	Drug Therapy	3

## OTHER REQUIRED HOURS

CIS 110	Introduction to Computers	3
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## GENERAL EDUCATION

COM 140	Intercultural Communications <b>or</b> <i>ENG 115 Oral Communications</i>	3
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ENG 111	Expository Writing	3
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MAT 110	Mathematical Measurements <b>or</b> <i>MAT 140 Survey of Mathematics and MAT 140A Survey of Mathematics Lab</i>	3
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PSY 150	General Psychology <b>or</b> <i>SOC 210 Introduction to Sociology</i>	3
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**Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

**Total Credit Hours in Program** 75

Courses listed in **bold** are core courses.

### Admissions Requirements

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the admissions test with at least minimum required scores.
- ④ Demonstrate keyboarding proficiency.
- ⑤ Provide CPR/Basic First Aid certification.
- ⑥ Interview with Admissions Committee.
- ⑦ Sign form for criminal background check and pay \$7.00 fee.
- ⑧ Complete medical(including drug screen) and dental examinations *only* when selected for program.
- ⑨ Register for classes on published registration dates.



# *Office Systems Technology*

(A25360)

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics.

Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

		Credit
<b>MAJOR HOURS</b>		
ACC 120	Principles of Accounting I	4
BUS 115	Business Law I	3
BUS 121	Business Math	3
BUS 253	Leadership and Management Skills	3
<b>CIS 110</b>	<b>Introduction to Computers</b>	<b>3</b>
CIS 120	Spreadsheet I	3
ECO 151	Survey of Economics	3
<b>OST 131</b>	<b>Keyboarding</b>	<b>2</b>
OST 132	Keyboarding Skill Building	2
<b>OST 134</b>	<b>Text Entry &amp; Formatting</b>	<b>4</b>
<b>OST 136</b>	<b>Word Processing</b>	<b>2</b>
<b>OST 164</b>	<b>Text Editing Applications</b>	<b>3</b>
<b>OST 169</b>	<b>Business Presentations</b>	<b>2</b>
OST 184	Records Management	2
OST 223	Machine Transcription I	2
OST 224	Machine Transcription II	2
OST 236	Advanced Word/Information Proc	3
<b>OST 289</b>	<b>Office Systems Management</b>	<b>3</b>

## GENERAL EDUCATION

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics <i>and</i>	3
MAT 140A	Survey of Mathematics Lab	1
<b>or</b> <i>BIO 111 General Biology I</i>		

### **Social Science Elective** (Choose one) 3

PSY 150	General Psychology <b>or</b>
<i>SOC 210</i>	<i>Introduction to Sociology</i>

### **Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

### **Total Credit Hours in Program** 65

Courses listed in **bold** are core courses.

#### **Admissions Requirements**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✦ from your high school, or
  - ✦ General Educational Development (GED), and
  - ✦ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# *Office Systems Technology -*

## *Legal*

*(A2536A)*

Legal is a concentration under the curriculum title of Office Systems Technology. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state, and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

		Credit
<b>MAJOR HOURS</b>		
ACC 120	Principles of Accounting I	4
BUS 115	Business Law I	3
BUS 116	Business Law II	3
BUS 121	Business Math	3
<b>CIS 110</b>	<b>Introduction to Computers</b>	<b>3</b>
CIS 112	Windows	2
CIS 120	Spreadsheet I	3
ECO 151	Survey of Economics	3
<b>OST 131</b>	<b>Keyboarding</b>	<b>2</b>
<b>OST 134</b>	<b>Text Entry &amp; Formatting</b>	<b>4</b>
<b>OST 136</b>	<b>Word Processing</b>	<b>2</b>
OST 155	Legal Terminology	3
OST 156	Legal Office Procedures	3
<b>OST 164</b>	<b>Text Editing Applications</b>	<b>3</b>
OST 184	Records Management	2



OST 251	Legal Document Formatting	3
OST 252	Legal Transcription I	2
OST 253	Legal Transcription II	2
<b>OST 289</b>	<b>Office Systems Management</b>	<b>3</b>

**GENERAL EDUCATION**

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics <i>and</i>	3
MAT 140A	Survey of Mathematics Lab	1
<b>or</b>	<i>BIO 111 General Biology I</i>	

<b>Social Science Elective</b>	(Choose one)	3
PSY 150	General Psychology <b>or</b>	
<i>SOC 210</i>	<i>Introduction to Sociology</i>	

**Humanities Elective**

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 112	SPA 120	

<b>Total Credit Hours in Program</b>	<b>69</b>
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Courses listed in **bold** are core courses.

**Admissions Requirements**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✦ from your high school, or
  - ✦ General Educational Development (GED), and
  - ✦ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.

# *Office Systems Technology - Medical*

*(A2536B)*

Medical is a concentration under the curriculum title of Office Systems Technology. This curriculum prepares individuals for entry-level positions in medical and allied health facilities. Jobs include transcription, secretary, hospital unit secretary, records clerk, insurance form preparer, patient accounting clerk, and clinical technician.

Course work includes processing, compiling, recording, and maintaining medical records; utilizing office equipment and software; medical law and ethics; billing and coding; and transcribing medical documents.

Employment opportunities include the offices of allied health facilities, HMOs, insurance claims processors, laboratories, and manufacturers and suppliers of medical and hospital equipment.

		Credit
<b>MAJOR HOURS</b>		
ACC 120	Principles of Accounting I	4
BUS 115	Business Law I	3
BUS 121	Business Math	3
<b>CIS 110</b>	<b>Introduction to Computers</b>	<b>3</b>
CIS 120	Spreadsheet I	3
ECO 151	Survey of Economics	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
<b>OST 131</b>	<b>Keyboarding</b>	<b>2</b>
<b>OST 134</b>	<b>Text Entry &amp; Formatting</b>	<b>4</b>
<b>OST 136</b>	<b>Word Processing</b>	<b>2</b>
OST 148	Medical Coding, Billing, & Insurance	3
OST 149	Medical Legal Issues	2
<b>OST 164</b>	<b>Text Editing Applications</b>	<b>3</b>
OST 181	Introduction of Office Systems	3
OST 241	Medical Office Transcription I	2
OST 242	Medical Office Transcription II	2
OST 243	Medical Office Simulation	3
<b>OST 289</b>	<b>Office Systems Management</b>	<b>3</b>

**GENERAL EDUCATION**

COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics <i>and</i>	3
MAT 140A	Survey of Mathematics Lab	1
<b>or</b> <i>BIO 111 General Biology I</i>		

<b>Social Science Elective</b> (Choose one)		3
PSY 150	General Psychology <b>or</b>	
<i>SOC 210</i>	<i>Introduction to Sociology</i>	

<b>Humanities Elective</b> (Choose from)				3
ART 111	ART 113	DAN 140	DRA 122	
MUS 110	MUS 111	PHI 240	REL 110	
REL 211	REL 212	REL 221	SPA 110	
SPA 111	SPA 120			

<b>Total Credit Hours in Program</b>	<b>70</b>
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Courses listed in **bold** are core courses.

**Admissions Requirements**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Complete the placement test and meet with a counselor.
- ④ Register for classes on published registration dates.



# *Notes*

# *Programs*

*Diploma/Certificate*

*anson*

*community*

*college*

# *Air Conditioning, Heating and Refrigeration Technology - Diploma*

*(D35100)*

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

		Credit
<b>MAJOR HOURS</b>		
<b>AHR 110</b>	<b>Introduction to Refrigeration</b>	<b>5</b>
<b>AHR 111</b>	<b>HVACR Electricity</b>	<b>3</b>
<b>AHR 112</b>	<b>Heating Technology</b>	<b>4</b>
<b>AHR 113</b>	<b>Comfort Cooling</b>	<b>4</b>
<b>AHR 114</b>	<b>Heat Pump Technology</b>	<b>4</b>
AHR 133	HVAC Servicing	4
AHR 151	HVAC Duct Systems I	2
AHR 160	Refrigerant Certification	1
AHR 180	HVACR Customer Relations	1
AHR 255	Indoor Air Quality	2
PHY 121	Applied Physics I	4



<b>OTHER REQUIRED HOURS</b>		
CIS 110	Introduction to Computers	3
<b>FREE ELECTIVE</b>		<b>3</b>
<b>GENERAL EDUCATION</b>		
ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
<b>Total Credit Hours in Program</b>		<b>46</b>

Courses listed in **bold** are core courses.

# *Autobody Repair*

*(D60100)*

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

		Credit
<b>MAJOR HOURS</b>		
<b>AUB 111</b>	<b>Painting and Refinishing I</b>	<b>4</b>
<b>AUB 112</b>	<b>Painting and Refinishing II</b>	<b>4</b>
<b>AUB 114</b>	<b>Special Finishes</b>	<b>2</b>
<b>AUB 121</b>	<b>Non-Structural Damage I</b>	<b>3</b>
<b>AUB 122</b>	<b>Non-Structural Damage II</b>	<b>4</b>
<b>AUB 131</b>	<b>Structural Damage I</b>	<b>4</b>
<b>AUB 132</b>	<b>Structural Damage II</b>	<b>4</b>
<b>AUB 134</b>	<b>Autobody MIG Welding</b>	<b>3</b>
<b>AUB 136</b>	<b>Plastics &amp; Adhesives</b>	<b>3</b>
AUB 141	Mech & Elec Components I	3
AUB 142	Mech & Elec Components II	6
AUB 162	Autobody Estimating	2
<b>GENERAL EDUCATION</b>		
ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
<b>Total Credit Hours in Program</b>		<b>48</b>

Courses listed in **bold** are core courses.

# *Carpentry*

(D35180)

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

		Credit
<b>MAJOR HOURS</b>		
<b>BPR 130</b>	<b>Blueprint Reading/Construction</b>	<b>2</b>
<b>CAR 111</b>	<b>Carpentry I</b>	<b>9</b>
<b>CAR 112</b>	<b>Carpentry II</b>	<b>9</b>
<b>CAR 113</b>	<b>Carpentry III</b>	<b>6</b>
CAR 114	Residential Building Codes	3
<b>CAR 115</b>	<b>Residential Planning/Estimating</b>	<b>3</b>
<b>OTHER REQUIRED HOURS</b>		
BUS 230	Small Business Management	3
<b>GENERAL EDUCATION</b>		
ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
<b>Total Credit Hours in Program</b>		<b>41</b>

Courses listed in **bold** are core courses.



# *Computer Programming - Diploma*

*(D25130)*

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

		Credit
<b>MAJOR HOURS</b>		
<b>CIS 110</b>	<b>Introduction to Computers</b>	<b>3</b>
<b>CIS 115</b>	<b>Introduction to Programming and Logic</b>	<b>3</b>
<b>CIS 130</b>	<b>Survey of Operating Systems</b>	<b>3</b>
<b>CIS 147</b>	<b>Operating System -Windows</b>	<b>3</b>
<b>CSC 132</b>	<b>BASIC Programming</b>	<b>3</b>
<b>CSC 133</b>	<b>C Programming</b>	<b>3</b>
<b>CSC 143</b>	<b>Object-Oriented Prog</b>	<b>3</b>
<b>CSC 232</b>	<b>Advanced BASIC</b>	<b>3</b>
<b>CSC 233</b>	<b>Advanced C</b>	<b>3</b>
<b>NET 110</b>	<b>Data Communications/Networking</b>	<b>3</b>

**GENERAL EDUCATION**

ENG 111	Expository Writing	3
MAT 145	Analytical Math	3
MAT 145A	Analytical Math Lab	1
<b>Total Credit Hours in Program</b>		<b>37</b>

Courses listed in **bold** are core courses.

Offered *ONLY* at Monroe Campus (UTEC)

## *Culinary Technology*

(D55200)

The Culinary Technology curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities.

Course offerings emphasize practical application, a strong theoretical knowledge base, and professionalism and provides the critical competencies to successfully meet industry demands. Courses also include sanitation, food/beverage service and control, baking garde manager, American/international cuisines, food production, and hospitality supervision.

Graduates should qualify for entry-level positions such as line cook, station chef, and assistant pastry chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service manager.

		Credit
<b>MAJOR HOURS</b>		
CIS 110	Introduction to Computers	3
<b>CUL 110</b>	<b>Sanitation &amp; Safety</b>	<b>2</b>
CUL 110A	Sanitation & Safety Lab	1
<b>CUL 120</b>	<b>Purchasing</b>	<b>2</b>
CUL 120A	Purchasing Lab	1
<b>CUL 135</b>	<b>Food &amp; Beverage Service</b>	<b>2</b>
CUL 135A	Food & Beverage Service Lab	1
<b>CUL 140</b>	<b>Basic Culinary Skills</b>	<b>5</b>
<b>CUL 160</b>	<b>Baking</b>	<b>3</b>
CUL 220	Food Service for Special Operations	5



CUL 240	Advanced Culinary Skills	5
CUL 260	Baking II	3
HRM 110	Introduction to Hospitality	2
OMT 227	Maintenance Practices	3

## **GENERAL EDUCATION**

ENG 101	Applied Communications	3
MAT 101	Applied mathematics I	3
PSY 102	Human Relations	2

<b>Total Credit Hours in Program</b>	<b>46</b>
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Courses listed in **bold** are core courses.

# *Early Childhood*

## *Associate - Diploma*

*(D55220)*

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

<b>MAJOR HOURS</b>		<b>Credit</b>
<b>COE 111</b>	<b>Co-op Work Experience</b>	<b>1</b>
COE 115	Co-op Experience Seminar	1
<b>EDU 119</b>	<b>Early Childhood Education</b> or	<b>4</b>
<b>EDU 111</b>	<b>Early Childhood Credential I and</b>	<b>2</b>
<b>EDU 112</b>	<b>Early Childhood Credential II</b>	<b>2</b>
<b>EDU 131</b>	<b>Children, Family, and Community</b>	<b>3</b>
<b>EDU 144</b>	<b>Child Development I</b>	<b>3</b>
<b>EDU 145</b>	<b>Child Development II</b>	<b>3</b>
<b>EDU 146</b>	<b>Child Guidance</b>	<b>3</b>
EDU 151	Creative Activities	3
<b>EDU 221</b>	<b>Children With Special Needs</b>	<b>3</b>
EDU 253	Music for Young Children	2
EDU 282	Early Childhood Literature	3

**OTHER REQUIRED HOURS**

CIS 110	Introduction to Computers	3
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**GENERAL EDUCATION**

COM 140	Intercultural Communication	3
ENG 111	Expository Writing	3
PSY 150	General Psychology	3
SOC 210	<i>Introduction to Sociology</i>	

**Humanities Elective** (Choose from) 3

ART 111	ART 113	DAN 140	DRA 122
MUS 110	MUS 111	PHI 240	REL 110
REL 211	REL 212	REL 221	SPA 110
SPA 111	SPA 120		

**Total Credit Hours in Program** 44

*Early Childhood  
Associate - Certificate  
(C55220)*

<b>MAJOR HOURS</b>		<b>Credit</b>
<b>COE 111</b>	<b>Co-op Work Experience</b>	<b>1</b>
COE 115	Co-op Experience Seminar	1
<b>EDU 119</b>	<b>Early Childhood Education</b> or	<b>4</b>
<i>EDU 111</i>	<i>Early Childhood Credential I and</i>	<i>2</i>
<i>EDU 112</i>	<i>Early Childhood Credential II</i>	<i>2</i>
<b>EDU 144</b>	<b>Child Development I</b>	<b>3</b>
<b>EDU 146</b>	<b>Child Guidance</b>	<b>3</b>
EDU 151	Creative Activities	3
EDU 252	Math and Science Activities	3

**Total Credit Hours in Program** 18



# *Electrical/Electronics Technology - Diploma*

(D35220)

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

		Credit
<b>MAJOR HOURS</b>		
✓ BPR 135	Schematics & Diagrams	2
✓ ELC 112	<b>DC/AC Electricity</b>	<b>5</b>
✓ ELC 113	<b>Basic Wiring I</b>	<b>4</b>
✓ ELC 114	<b>Basic Wiring II</b>	<b>4</b>
✓ ELC 117	<b>Motors and Controls</b>	<b>4</b>
✓ ELC 118	National Electrical Code	2
✓ ELC 121	Electrical Estimating	2
✓ ELC 126	Electrical Computations	3
✓ ELN 229	Industrial Electronics	4
<b>GENERAL EDUCATION</b>		
✓ ENG 101	Applied Communications I	3
✓ MAT 101	Applied Mathematics I	3
✓ PSY 102	Human Relations	2
<b>Total Credit Hours in Program</b>		<b>38</b>

Courses listed in **bold** are core courses.

# *Foodservice Technology*

## *(D55250)*

The Foodservice Technology curriculum is designed to introduce students to the foodservice industry and prepare them for entry-level positions.

Courses include sanitation and safety, basic and advanced foodservice skills, baking, menu planning, and cost control.

Graduates should qualify for employment as line cooks, prep cooks, or bakers in foodservice settings.

### MAJOR HOURS

CIS 110	Introduction to Computers	3
<b>FST 100</b>	<b>Introduction to Foodservice</b>	<b>1</b>
<b>FST 101</b>	<b>Introduction to Baking</b>	<b>3</b>
<b>FST 102</b>	<b>Basic Foodservice Skills</b>	<b>7</b>
<b>FST 103</b>	<b>Safety and Sanitation</b>	<b>3</b>
<b>FST 104</b>	<b>Foodservice Equipment</b>	<b>2</b>
<b>FST 105</b>	<b>Menu Planning</b>	<b>5</b>
<b>FST 106</b>	<b>Advanced Foodservice Skills</b>	<b>5</b>
<b>FST 107</b>	<b>Advanced Baking</b>	<b>3</b>
<b>FST 108</b>	<b>Cost Control</b>	<b>3</b>

### GENERAL EDUCATION

ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
PSY 102	Human Relations	2

<b>Total Credit Hours in Program</b>	<b>43</b>
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Courses listed in **bold** are core courses.

# *Health Information Technology - Coding Certificate*

*(C45360)*

The Health Information Technology curriculum prepares individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become an Accredited Record Technician (ART). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, out-patient clinics, physicians' offices, Hospice, and mental health facilities.

		Credit
<b>MAJOR HOURS</b>		
<b>BIO 165</b>	<b>Anatomy and Physiology I</b>	<b>4</b>
<b>HIT 212</b>	<b>Coding/Classification I</b>	<b>4</b>
<b>HIT 214</b>	<b>Coding/Classification II</b>	<b>4</b>
<b>MED 121</b>	<b>Medical Terminology I</b>	<b>3</b>
<b>MED 122</b>	<b>Medical Terminology II</b>	<b>3</b>
<b>Total Credit Hours in Program</b>		<b>18</b>



# *Licensed Practical Nurse Refresher*

*(C45390)*

The Licensed Practical Nurse Refresher curriculum provides a refresher course for individuals previously licensed as Practical Nurses and who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years. *Individuals entering this curriculum must have been previously licensed as a Practical Nurse.*

Course work includes common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical nursing practice.

Graduates will be eligible to apply for reinstatement of licensure by the North Carolina Board of Nursing. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community health agencies.

	Credit
<b>MAJOR HOURS</b>	
NUR 107 LPN Refresher	12
<b>Total Credit Hours in Program</b>	<b>12</b>

Offered *ONLY* at Monroe Campus (UTEC)

## *Machining Technology - Certificates*

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment, and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations, and make decisions to ensure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies, and in a wide range of specialty machining job shops.

### *Basic Machining (C50300BM)*

		Credit
<b>MAJOR HOURS</b>		
<b>BPR 111</b>	<b>Blueprint Reading</b>	<b>2</b>
<b>MAC 111</b>	<b>Machining Technology I</b>	<b>6</b>
<b>MAC 121</b>	<b>Introduction to CNC</b>	<b>2</b>
<b>MAC 151</b>	<b>Machine Calculations</b>	<b>2</b>
<b>Total Credit Hours in Program</b>		<b>12</b>

### *Basic Computer Numerical Control (CNC) (C50300BC)*

		Credit
<b>MAJOR HOURS</b>		
<b>MAC 11</b>	<b>Machine Technology I</b>	<b>6</b>
<b>MAC 122</b>	<b>CNC Turning</b>	<b>2</b>
<b>MAC 124</b>	<b>CNC Milling</b>	<b>2</b>
<b>MAC 151</b>	<b>Machine Calculations</b>	<b>2</b>
<b>Total Credit Hours in Program</b>		<b>12</b>

*Intermediate Computer Numerical Control (CNC)*  
*(C50300C)*

		Credit
<b>MAJOR HOURS</b>		
DFT 151	CAD I	3
<b>MAC 111</b>	<b>Machine Technology I</b>	<b>6</b>
<b>MAC 122</b>	<b>CNC Turning</b>	<b>2</b>
MAC 124	CNC Milling	2
MAC 152	Advanced Machine Calculations	2
<b>Total Credit Hours in Program</b>		<b>15</b>

Courses listed in **bold** are core courses.



*Masonry*  
(D35280)

The Masonry curriculum is designed to prepare individuals to work in the construction industry as masons. Masonry courses provide principles and fundamentals of masonry and experiences necessary to produce quality construction using safe, practical, and reliable work habits.

Course work includes basic mathematics, blueprint reading, and methods used in laying out masonry jobs for residential, commercial, and industrial construction. Upon completion, students will be able to read blueprints, estimate structures, construct footings and walks, and lay masonry units.

Upon completion, students will be issued a certificate or diploma. Graduates should qualify for employment in the masonry industry as apprentices or masons.

		Credit
<b>MAJOR HOURS</b>		
<b>BPR 130</b>	<b>Blueprint Reading/Construction</b>	<b>2</b>
<b>MAS 110</b>	<b>Masonry I</b>	<b>10</b>
<b>MAS 120</b>	<b>Masonry II</b>	<b>10</b>
<b>MAS 130</b>	<b>Masonry III</b>	<b>8</b>
<b>OTHER REQUIRED HOURS</b>		
<b>BUS 230</b>	<b>Small Business Management</b>	<b>3</b>
<b>GENERAL EDUCATION</b>		
<b>ENG 101</b>	<b>Applied Communications I</b>	<b>3</b>
<b>MAT 101</b>	<b>Applied Mathematics I</b>	<b>3</b>
<b>Total Credit Hours in Program</b>		<b>39</b>

Courses listed in **bold** are core courses.

# *Medical Assisting - Diploma*

(D45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

		Credit
<b>MAJOR HOURS</b>		
<b>BIO 163</b>	<b>Basic Anatomy &amp; Physiology</b>	<b>5</b>
<b>MED 110</b>	<b>Orientation to Medical Assisting</b>	<b>1</b>
<b>MED 112</b>	<b>Orietnation to Clinical Setting I</b>	<b>1</b>
<b>MED 114</b>	<b>Professional Interaction in Health Care</b>	<b>1</b>
<b>MED 118</b>	<b>Medical Law and Ethics</b>	<b>2</b>
<b>MED 121</b>	<b>Medical Terminology I</b>	<b>3</b>
<b>MED 122</b>	<b>Medical Terminology II</b>	<b>3</b>
<b>MED 130</b>	<b>Administrative Office Procedures I</b>	<b>2</b>
<b>MED 131</b>	<b>Administrative Office Procedures II</b>	<b>2</b>
<b>MED 134</b>	<b>Medical Transcription</b>	<b>3</b>
<b>MED 140</b>	<b>Exam Room Procedures I</b>	<b>5</b>
<b>MED 150</b>	<b>Laboratory Procedures I</b>	<b>5</b>
<b>MED 260</b>	<b>MED Clinical Externship</b>	<b>5</b>
<b>MED 262</b>	<b>Clinical Perspectives</b>	<b>1</b>

## OTHER REQUIRED HOURS

CIS 110	Introduction to Computers	3
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## GENERAL EDUCATION

ENG 111	Expository Writing	3
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<b>Total Credit Hours in Program</b>	<b>44</b>
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Courses listed in **bold** are core courses.

### Admissions Requirements

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✦ from your high school, or
  - ✦ General Educational Development (GED), and
  - ✦ from all colleges attended
- ③ Complete the admissions test with at least minimum required scores.
- ④ Demonstrate keyboarding proficiency.
- ⑤ Provide CPR/Basic First Aid certification.
- ⑥ Interview with Admissions Committee.
- ⑦ Sign form for criminal background check and pay \$7.00 fee.
- ⑧ Complete medical(including drug screen) and dental examinations *only* when selected for program.
- ⑨ Register for classes on published registration dates.



# *Medical Transcription*

*(D25320)*

The Medical Transcription curriculum prepares individuals to become medical language specialists who interpret and transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of healthcare services.

Students will gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skill and knowledge of voice processing equipment, students must master English grammar, spelling, and proofreading.

Graduates should qualify for employment in hospitals, medical clinics, doctors' offices, private transcription businesses, research facilities, insurance companies, and publishing companies. After acquiring work experience, individuals can apply to the American Association for Medical Transcription to become Certified Medical Transcriptionists.

		Credit
<b>MAJOR HOURS</b>		
BIO 271	Pathophysiology	3
CIS 110	Introduction to Computers	3
COE 111	Co-op Work Experience	1
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
OST 134	Text Entry & Formatting	4
OST 136	<b>Word Processing</b>	<b>2</b>
OST 164	<b>Text Editing Applications</b>	<b>3</b>
OST 201	<b>Medical Transcription I</b>	<b>4</b>
OST 202	<b>Medical Transcription II</b>	<b>4</b>

**GENERAL EDUCATION**

BIO 163	Anatomy & Physiology	5
ENG 111	Expository Writing	3
<b>Total Credit Hours in Program</b>		<b>40</b>

Courses listed in **bold** are core courses.

**Admissions Requirements**

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
- ③ Schedule an appointment and complete the placement test.
- ④ Demonstrate keyboarding proficiency of 45+ net words a minute.
- ⑤ Register for classes on published registration dates.

# *Nursing Assistant*

*(C45480)*

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management; family resources and services; and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

		Credit
<b>MAJOR HOURS</b>		
<b>NAS 101</b>	<b>Nursing Assistant I</b>	<b>5</b>
<b>NAS 102</b>	<b>Nursing Assistant II</b>	<b>6</b>
<b>NAS 103</b>	<b>Home Health Care</b>	<b>2</b>
NAS 106	Geriatrics	3
<b>Total Credit Hours in Program</b>		<b>16</b>

Courses listed in **bold** are core courses.



# *Office Systems Technology - Diploma*

*(D25360)*

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

		Credit
<b>MAJOR HOURS</b>		
BUS 121	Business Math	3
<b>CIS 110</b>	<b>Introduction to Computers</b>	<b>3</b>
CIS 120	Spreadsheet I	3
<b>OST 131</b>	<b>Keyboarding</b>	<b>2</b>
OST 132	Keyboarding Skill Building	2
<b>OST 134</b>	<b>Text Entry &amp; Formatting</b>	<b>4</b>
<b>OST 136</b>	<b>Word Processing</b>	<b>2</b>
<b>OST 164</b>	<b>Text Editing Applications</b>	<b>3</b>
OST 184	Records Management	2
OST 223	Machine Transcription I	2
OST 224	Machine Transcription II	2
OST 236	Advanced Word/Information Processing	3
<b>OST 289</b>	<b>Office Systems Management</b>	<b>3</b>
<b>GENERAL EDUCATION</b>		
COM 140	Intercultural Communications	3
ENG 111	Expository Writing	3
<b>Total Credit Hours in Program</b>		<b>40</b>

Courses listed in **bold** are core courses.

# *Practical Nursing*

*(D45660)*

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

		Credit
<b>MAJOR HOURS</b>		
BIO 163	Basic Anatomy and Physiology	5
NUR 101	Practical Nursing I	11
NUR 102	Practical Nursing II	12
<b>NUR 103</b>	<b>Practical Nursing III</b>	<b>10</b>
NUR 117	Pharmacology	2
NUR 118	Nutrition and Diet Therapy	2
<b>GENERAL EDUCATION</b>		
ENG 111	Expository Writing	3
PSY 110	Life Span Development	3
<b>Total Credit Hours in Program</b>		<b>48</b>

Courses listed in **bold** are core courses.

# *Surgical Technology*

(D45740)

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply procession units.

	Credit
<b>MAJOR HOURS</b>	
<b>SUR 110</b>	<b>Introduction to Surgical Technology 2</b>
<b>SUR 111</b>	<b>Preoperative Patient Care 7</b>
<b>SUR 122</b>	<b>Surgical Procedures I 6</b>
<b>SUR 123</b>	<b>Surgical Clinical Practice I 7</b>
<b>SUR 134</b>	<b>Surgical Procedures II 5</b>
<b>SUR 135</b>	<b>Surgical Clinical Practice II 4</b>
<b>SUR 137</b>	<b>Professional Success Preparation 1</b>
<b>OTHER REQUIRED HOURS</b>	
<b>BIO 163</b>	<b>Basic Anatomy and Physiology 5</b>
<b>GENERAL EDUCATION</b>	
<b>ENG 111</b>	<b>Expository Writing 3</b>
<b>Total Credit Hours in Program</b>	<b>41</b>

Courses listed in **bold** are core courses.



# *Welding Technology*

*(D50420)*

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provide the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Credit

## **MAJOR HOURS**

✓ CIS 110	Introduction to Computers	3
✓ WLD 110	<b>Cutting Processes</b>	<b>2</b>
✓ WLD 115	<b>GMAW(Stick) Plate</b>	<b>5</b>
✓ WLD 121	<b>GMAW (MIG) FCAW/Plate</b>	<b>4</b>
✓ WLD 122	GMAW(MIG) Plate/Pipe	3
✓ WLD 131	<b>GTAW(TIG) Plate</b>	<b>4</b>
✓ WLD 132	CTAW(TIG) Plate/Pipe	3
✓ WLD 141	<b>Symbols &amp; Specifications</b>	<b>3</b>
✓ WLD 262	Inspection and Testing	3

## **OTHER REQUIRED HOURS**

✓ BUS 230	Small Business Management	3
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## **GENERAL EDUCATION**

✓ ENG 101	Applied Communications I	3
✓ MAT 101	Applied Mathematics I	3
✓ PSY 102	Human Relations	2
<b>Total Credit Hours in Program</b>		<b>41</b>

Courses listed in **bold** are core courses.

# *Notes*

*Community  
Services  
Division*

*anson*

*community*

*college*



## *COMMUNITY SERVICES DIVISION*

Community Services Division is committed to the basic philosophy that learning is a lifelong process. The years spent in formal education become a foundation, but by no means do they complete our learning experiences. With the world of knowledge constantly growing and yesterday's education so quickly becoming obsolete, continuing education is a must to all who hope to stay in the mainstream of today's society.

Any adult, 18 years of age or older and not enrolled in public school, may be admitted to an adult education class. In extenuating circumstances, and upon the approval of the appropriate public school personnel, a person 16 to 18 years of age may enroll in certain courses.

A course schedule is published and made available to the public prior to the beginning of each term. Courses which begin during a term are announced through local news media. Information about these courses may be obtained by calling Community Services Division in Wadesboro (704-694-6505) and UTEC in Monroe (704-289-8588).

### **Department of Continuing Education**

Anson Community College, through its Department of Continuing Education, offers to any adult, regardless of his/her educational background, an opportunity to continue the lifelong learning process through a wide variety of programs designed to meet the needs and interests of the citizens of this area. Some courses are offered on a continuing basis. Others may begin as a result of requests from groups or individuals.

### **Center for Business & Industry**

Anson Community College's Center for Business and Industry in Wadesboro and Monroe offers a wide variety of programs and services for the business and industrial communities. Programs operated through the Center for Business and Industry include:

## **The Small Business Center**

The Small Business Center offers support to those who want to start a small business or to those who need assistance with an existing business. The center's staff constantly monitors the needs of area small businesses and offers frequent classes and seminars to meet those needs.

In addition to education and training, the Small Business Center offers direct one-on-one assistance to small business owners or prospective owners. The center also maintains a resource library that includes periodicals, manuals, video and audio tapes, and computer equipment and software for the business community. The library is open daily Monday through Friday.

An on-going class, N.C. REAL (Rural Entrepreneurship through Action Learning) Enterprises, is offered through the Small Business Center. The class teaches the basic principles of entrepreneurship and is designed specifically for those considering going into business for themselves.

## **Corporate and Occupational Programs**

Through Corporate and Occupational Programs, Anson Community College teaches courses designed to meet the needs of business, industry, government, and associations. Programs are developed to fit specific needs in a wide range of subjects at convenient sites.

## **Industrial Training**

A major emphasis of the college is to assist industry in meeting its training needs; new employees can learn fundamental skills on the job and existing employees can be retrained. Because of the diversity of training needs, courses range from basic fundamental skills to highly sophisticated technical skills, supervisory and management training, office management, and computer operations.



## **New and Expanding Industry Training**

The creation of more and better paying jobs in North Carolina by promoting the expansion of existing industries and by attracting new industries to the state was a major consideration in the original establishment of industrial education centers.

The Department of Community Colleges, working with the local institution, will develop and fund legitimate training programs, tailor-made for each industry, to meet the immediate trained manpower needs when the plant, either new or expanding, is ready to go into production. As a part of the program, the college will assist plant management in developing a long-range training program of its own to meet those replacement and retraining needs that industry should be prepared to meet.

## **Focused Industrial Training**

One of Anson Community College's newest programs, Focused Industrial Training is designed to help an industry remain competitive by maintaining a trained workforce that is capable of adapting to technological changes. Focused Industrial Training programs provide for: needs assessment for the training of skilled and semi-skilled workers; consultation and planning assistance to industries related to training needs; customized training for individual industries or occupational groups; and classes with low enrollments that are convenient for those to be trained.

Focused Industrial Training programs are primarily directed toward manufacturing workers in critical occupations who need to upgrade their skills and technical knowledge. Training is focused on the reality of each job and can be conducted for as few as one or two individuals.

## **Certification and In-Service Training**

Anson Community College assists individuals and agencies with needed courses for:

- ★ Teacher recertification
- ★ Day care licensing



- ☆ Vehicle safety inspection licensing
- ☆ Commercial drivers licensing
- ☆ Insurance licensing
- ☆ Real estate licensing
- ☆ Banking (AIB credit)
- ☆ Notary Public
- ☆ Electrical codes

## **Protective Services**

Training is continuously offered to adults providing protective service for their community, such as emergency medical personnel, law enforcement personnel, and firefighters. These courses provide the opportunity to gain technical information and skills through a variety of learning and clinical experiences which can lead to state certification.

## **Community Services/Personal Interest**

Anson Community College is dedicated to public service. The college is always concerned with identifying community potential and needs, drawing together resources at the college and other agencies to create new educational opportunities. Programs are divided into four groups:

***Academic courses*** serve educational needs in the humanities, mathematics, sciences and social sciences. Examples: Human Development, Genealogy, Consumer Math, Alcohol and Drug Abuse.

***Avocational courses*** focus on an individual's personal or leisure needs. Examples: Calligraphy, Needlecraft, and Flower Arranging.

***Practical Skills courses*** provide practical training for persons pursuing additional skills which are not considered their primary vocation but may supplement income or may reasonably lead to employment. Examples: Clothing Construction, Small Engine Repair, Quilting, Home Maintenance.

***Civic and Cultural Events*** are activities designed to meet community needs through lecture and concert series, art shows, seminars, conferences, and exhibitions. Events are planned that contribute to the community's overall cultural, civic, and intellectual growth.

## **Policies**

### **Attendance**

Regular attendance and participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance.

### **Fees**

Fees vary with the type of course offered. Fees are announced in the course schedule and are paid at or before the first class session. Books and supplies are not included in the registration fee. Many classes are offered free to N.C. residents 65 or older.

### **Certificates**

Certificates are awarded to those students in certain programs of study who have met the attendance requirements of the course and have demonstrated satisfactory progress in the best judgment of the instructor. Certificates are issued by Anson Community College or by other agencies and the State of North Carolina, when appropriate.

## **Continuing Education Unit (CEU)**

The Continuing Education Unit (CEU) is an item of measurement that acknowledges an individual's participation in class activities. The Southern Association of Colleges and Schools encourages the awarding of CEUs for courses meeting its criteria and guidelines.

A CEU is defined as "10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction." For example, a course that meets for 20 hours and complies with the CEU guidelines would offer two CEUs.

## **Why is the CEU Offered?**

In order to provide a uniform measure of achievement by the individual who may engage in a diversity of non-credit courses at several different institutions during a lifetime, the CEU was instituted. This measurement provides a comparable basis to examine all organized continuing education classes regardless of where or when taken.

The CEU may be awarded by any accredited college or university. Other agencies, associations and organizations may also award the CEU if the minimum criteria are met and are consistent with the nationally accepted definition of the CEU.

CEU's are recognized by the Southern Association of Colleges and Schools when awarded in compliance with its established guidelines.

## **Process for Awarding CEU's**

The Southern Association of Colleges and Schools states, "For non-credit continuing education programs, the institution should follow national guidelines for the recording of Continuing Education Units." It is the intent of Anson Community College to comply with the criteria and guidelines as published in the Commission on Colleges' CEU Guidelines and Criteria for those courses designed to award CEUs.

## **System for Awarding the CEU**

### ***Course Criteria***

In response to class requests received for occupational-oriented programs, a course plan will be devised containing a minimum of the following information:

- ☒ Dates, times and hours met
- ☒ Course description
- ☒ Course objectives
- ☒ Topical outline
- ☒ Methods of evaluation (tests, attendance, etc.)



- ☒ Instructional supplies and equipment needs
- ☒ Student supply needs
- ☒ CEU value

### ***The Instructor Criteria***

Competence in the subject matter as illustrated by:

- ☒ Academic training, supported by official transcripts, and/or:
- ☒ Experiential base;
- ☒ Demonstration to the satisfaction of the program director of the competence of the instructor to teach the subject matter; and
- ☒ Demonstration to the satisfaction of the program director of the ability to communicate clearly.

### **Computing the CEU Value of a Course**

All CEU awarding courses will have their value determined by taking the total number of course hours and dividing by 10. For example, a 44 contact hour course, granting 10-minute breaks each 60 minutes, would be computed as follows:

$$44/10 = 4.4 \text{ CEUs}$$

### **Records for CEUs**

At the completion of the CEU awarding activity, the instructor or program director will indicate on the final roll sheet the CEU status for each participant. Those students who have met the pre-stated criteria of the class will be indicated on the roll sheet as "S" for satisfactory completion. This information will be recorded on the institution's computerized records for permanent retrieval upon written request by the student.

## **Records Transcript**

Anson Community College maintains CEU records in computerized form. Prior to computer recording of records, paper copies were kept for all courses completed by all students taking Continuing Education classes.

A student may receive a copy of his/her transcript by written request or by personally visiting the Continuing Education office. There is no charge for this service. Official Anson Community College transcripts will be awarded, and contain the following information:

1. Name and address of the college
2. Name and Social Security number of the individual requesting the transcript
3. Titles of all courses taken
4. Starting and completing dates of each course taken
5. Number of CEUs awarded, if applicable
6. Successful or unsuccessful assessment, if applicable

## **THE BASIC SKILLS DEPARTMENT**

The purpose of Anson Community College's Basic Skills Program is to help students meet their essential educational needs. This increases the opportunity for a more productive life and is the first step in ensuring a continuing lifelong education which is considered a necessity in today's complex world.

### **Adult Basic Education**

The Skills Enhancement Program helps students build basic skills in reading, oral, and written communications and the fundamentals of math, science, and social studies. Individualized instruction and quality instructors allow the students to progress at a rate that is in keeping with their abilities and needs.

## **General Education Development Equivalency Certificate (GED)**

This program provides a method of high school completion. Through classroom experiences and individualized study, students are prepared to take the General Educational Development test (GED). Those receiving a passing score on all five sections of the test will receive an equivalency certificate. This certificate is generally accepted on a basis equal to a high school diploma as a qualifying factor for purposes of college admission and employment. The certificate is awarded by the North Carolina State Board of Community Colleges.

## **Compensatory Education for Special Populations**

These classes are open only to adults with mental retardation. Instruction is provided in consumer education, community living skills, health, language, math, social science, and vocational education.

## **Adult High School**

This program allows students to complete credit hours toward a high school diploma. Once students have completed the required number of credit hours, they receive a high school diploma issued by Anson Community College in cooperation with Anson County Public Schools.

## **English as a Second Language**

ESL instruction is available through the Basic Skills program to those for whom English is not the native language.

## **Policies**

### **Entrance Requirements**

All adults (18 years of age or older) are eligible to enroll to enhance their skills. The program is focused, however, on those who have not completed high school or who function at less than a ninth-grade level. Students move at their own pace through the program. For enrollment information, call the Community Services Division in Wadesboro (704-694-6505) or UTEC in Monroe (704-289-8588).



**Class Locations**

Classes are provided at college sites and throughout the community. Morning, afternoon, and evening classes are offered so that adults who work may attend at their convenience. Computer-assisted classes are available.

**Fees**

Instruction is provided free of charge to all eligible participants. Books and study materials are furnished at no cost to the student.

**THE DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT (HRD)**

The Human Resources Development Program is designed especially to assist the unemployed person in getting and keeping a job. This program is often called Job Seekers.

Class time is devoted to learning the basic skills to obtain and hold a job. Students study employer/employee relations, communication skills, and pre-employment and job search skills, as well as application and interview techniques.

Counseling is provided throughout the program. Student referrals are made to other special programs or support services when necessary. A special effort is made to assist the student in obtaining employment at the end of the program. Follow-up for one year is provided to each participant.

**Admission**

There are no special requirements for admission except unemployment or underemployment. A high school diploma is not required.

**Class Location**

Classes are offered at the Wadesboro and Monroe sites and are held during the day.

**Fees**

There is no registration fee for this program of study. Books and study materials are furnished at no cost to the student.



## **The Custom Course Center**

The purpose of the Custom Course Center is to offer college credit courses at off-campus locations. Custom Course personnel work with businesses, agencies, and other interested groups to select courses to meet training needs. Courses are established at convenient locations and times.

The Huskins Bill permits Anson Community College to work cooperatively with local high schools to offer college level courses for which both high school and college credit are awarded.

All Custom Courses and instructors meet the same academic standards as those offered on campus. Upon completion of all course requirements, participants will be issued grades and college credit. This credit may apply toward a degree or diploma. Regular college tuition is charged for all Custom Courses.

*Union Technical  
Education Center  
(UTECH)*

*anson  
community  
college*

# *Union Technical Education Center*

UTEC, a Division of Anson and Stanly Community Colleges, was established in July 1981. This cooperative partnership between Union County and Anson and Stanly Community Colleges provides a comprehensive program of technical, occupational, and literacy education for the citizens of Union County.

Anson and Stanly Community Colleges are units of the North Carolina Community College System and are fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

UTEC strives to provide quality instruction consistent with the highest educational standards. UTEC endeavors to deliver precise, prompt, and courteous assistance to students, to those who use its services, and to the employers who hire its graduates.

## **Curriculum**

Curriculum courses yield college credit for students who wish to obtain degrees, diplomas, or certificates in specific programs of study. Students may elect to take individual curriculum courses to gain new skills, improve existing skills or for personal enrichment.

UTEC offers programs of study leading to associate degrees in the areas of:

Accounting	Human Services Technology
Business Administration	Industrial Management Technology
College Transfer	Information Systems
Criminal Justice Technology	Machining Technology
Early Childhood Associate	Office Systems Technology
Electrical/Electronics Technology	



UTEC offers diplomas/certificates in:

Electrical/Electronics Technology - Diploma  
Culinary Technology  
Office Systems Technology - Diploma  
Machining Technology - Basic Machining Certificate  
Machining Technology - Basic CNC Certificate  
Machining Technology - Intermediate CNC Certificate  
Masonry

Individual courses are offered in a variety of occupational areas to include computer applications, real estate, banking, heating/air conditioning/refrigeration, computer numerical controls (CNC), and industrial maintenance.

## **Continuing Education**

An important function of UTEC is to provide courses for the continuing education of adults. The diversity of these programs ranges from vocational and technical upgrading to cultural and personal enrichment.

### **Occupational Extension**

UTEC offers a wide variety of courses designed to sharpen or improve existing skills or introduce students to skills associated with new technologies.

### **Protective Services**

Extensive training is provided in the protective services areas of fire fighting, law enforcement, and rescue. Through UTEC, local law enforcement and fire fighting personnel continually receive training in the latest techniques available and emergency medical personnel are trained to the EMT-Paramedic level.

### **Basic Skills**

The mission of the Basic Skills program is to provide educational opportunities for adults 18 years or older who do not have a high

school diploma or who lack sufficient mastery of basic education skills to enable them to function effectively in society.

The program provides educational opportunities for adults to improve their reading, writing, mathematics, and communication skills through five major areas: Adult Basic Education (ABE), General Education Development (GED), Adult High School (AHS), English as a Second Language (ESL), and Compensatory Education (Comp. Ed.).

The Basic Skills Department provides free instruction to adults 18 years of age and older. Adults entering programs are given a skills assessment by an assessment coordinator or instructor. New students may enroll at any class meeting throughout the semester.

The Basic Skills Department can provide free, one-on-one instruction to beginning readers, as well as computer-assisted learning as part of its on-campus Skills Lab. Students may choose a day or evening schedule, either on or off campus.

### ***Adult Basic Education (ABE)***

A program of basic skills for adults, 18 years of age or older and out of school, who function at less than a high school level. ABE provides a good review of the basics in reading, English, math, and writing skills.

### ***General Educational Development (GED)***

A program of instruction designed to prepare adult students to pass the GED tests that lead to a high school diploma equivalency. Subjects include English/Writing Skills, Social Studies, Science, Literature, and Mathematics.

### ***Adult High School (AHS)***

A program of instruction offered cooperatively with the local public school system to help students earn an Adult High School diploma. This program is designed for adults 18 years of age and older. High school transcripts are evaluated and credit is given for credits

earned. Students then enroll and study to complete all remaining high school credits needed. Upon completion of all requirements, an Adult High School Diploma is awarded.

To enroll in the Adult High School program, students must provide a high school transcript and meet entrance requirements.

### ***English as a Second Language (ESL)***

A program of instruction to help adults with limited or no English language proficiency. Conversation, reading, and writing are included.

### ***Compensatory Education (Comp. Ed.)***

A program to compensate adults who have a documented mental disability in group homes and classroom settings.

### ***Human Resources Development (HRD)***

A program which teaches job-seeking skills. This three-week program is open to all adults who are unemployed, working part-time, or considering a career change.

## **Business/Industry Training**

UTEC assists Union County's economic development efforts by providing training for business, industry, and the working public.

### **Customized Courses**

Training includes customized courses developed to meet specific needs of individual businesses and industries.

### **New and Expanding Industry Training**

Through its sponsoring colleges, UTEC has access to the financial resources of the North Carolina Community College System to provide training for new and expanding industries, encouraging the growth of existing industries and creating an atmosphere for attracting new businesses and industries to Union County.



**Focused Industrial Training**

The FIT program enables UTEC to train small numbers of employees in highly specialized skills.

**Small Business Center**

The UTEC Small Business Center provides information, training, and assistance to people who plan to start a business or who own or manage a business with less than 100 employees. Seminars of various topics are offered each month to the business community.

UTEC occupies two locations: 721 Brewer Drive, and 201F North Main Street, Monroe. For more information about curriculum programs, contact 704-292-1200. For information on continuing education and basic skills, please call 704-289-8588.

*Admission  
Information*

*anson  
community  
college*

# Admissions Policy

- ❖ Anson Community College is an “open door” college. It does not impose restrictive standards for admission to the college.
- ❖ Admission is open to all persons 18 years of age or high school graduates without regard to race, color, national origin, religion, sex, age or handicap.



While a high school diploma or recognized equivalent is desirable, it is not mandatory for admittance to most *diploma* and *certificate programs*. It **is** required for *all* allied health programs.

- ❖ A person with less than a high school education may be accepted on the basis of experience and/or the ability to benefit.
- ❖ Admission to the College does not guarantee admission to programs with selective admission criteria. Applicants should refer to admissions requirements for specific programs.
- ❖ Home schooled applicants must:
  - Be registered with the North Carolina Division of Non-Public Education Office and provide ACC with a state certification number.
  - Provide written documentation of successful completion of the North Carolina Competency exam.
  - Provide copies of a transcript and high school diploma received.



# Admissions Procedures

- ① Complete and return an Anson Community College admission application.
- ② Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended

## ***What is an official transcript?***

An official transcript is mailed directly from the high school, college or other institution to the Admissions Office at ACC.

*It is the applicant's responsibility to request that transcripts be sent to Anson Community College.*

- ③ Complete placement testing.
- ④ Meet with counselor.
- ⑤ Register for classes on published registration dates.



It is strongly recommended that new students complete admissions requirements at least two (2) weeks before the beginning of registration.

Due to the special nature of some programs, there may be additional requirements. Refer to specific admission requirements for these programs.

# Transferring Credit

**From Other Colleges:** Transfer credit may be accepted from regionally accredited post-secondary institutions for grades earned of “A,” “B,” or “C.” In all cases, credit is granted *only* for courses comparable to ACC courses in subject, content and length.

## **Transfer Credit from Other Colleges and G.P.A.**

Transfer credit may satisfy course requirements, but will not influence a student’s grade point average on the Anson Community College transcript.

**From Other Programs at ACC:** When a student chooses to change from one curriculum program to another, some of the credits may transfer to the new program. Only courses with grades of “A,” “B,” or “C” will be considered. Credit will only be transferred for courses comparable to courses in the new program in subject, content, and length.



To earn an Anson Community College degree, students transferring credits must earn a minimum of 26 credit hours in their chosen curriculum program at ACC. This includes transfer credits from other colleges as well as between ACC programs.

## Having Your Credit Evaluated for Transfer

- ① The student must submit official transcripts from each post-secondary institution for which credit is desired.
- ② When the transcripts are received, the Registrar evaluates them and completes a credit evaluation form. The Dean of Student Services reviews the Registrar’s evaluation and forwards materials to the appropriate curriculum advisor.
- ③ The curriculum advisor reviews the complete evaluation packet (copies of official transcripts, credit evaluation form, curriculum checklist, etc.).

If the curriculum advisor is in agreement with the evaluation made by the Dean of Student Services, no action is required by the advisor. However, if the curriculum advisor is in disagreement with any part of the credit evaluation, a response must be directed to the Dean of Student Services within seven (7) working days to appeal/resolve the situation.

- ④ The College sends a copy of the approved evaluation form and curriculum checklist to the student.

### **What Types of Credit are Evaluated?**

Evaluations of a student's academic credit earned at other institutions of higher education and/or in other curriculum programs at ACC will be conducted.

Regardless of the number of credit hours accepted, each student must earn a minimum of 26 credit hours in the chosen curriculum program at Anson Community College.

Transfer credit from other colleges may satisfy course requirements, but will not influence a student's grade point average on the Anson Community College transcript.

## **Placement Testing**

The purpose of the placement test is to enhance student success. It helps new students to determine their skills in reading, English, and basic mathematics. Skills identified through the placement test, along with counselor or advisor guidance, will help with placement in the best courses for student success.

All new associate degree, Allied Health program and certain diploma applicants *must* complete the placement test prior to registration. Call the Student Services office for an appointment to complete the advising assessment.



# Readmission of Students

All former students are encouraged to enroll for additional study with the college.

*Students re-entering must follow normal admissions procedures.*  
All application information must be updated.



If the student has been out of school as a result of disciplinary action or suspension, the student must get approval to re-enroll from the counseling office.



If the program for which the student is re-applying requires placement testing, the student may be required to re-test if previous test scores are over five years old. Practical Nursing, Medical Assisting and Surgical Technology students must re-test if their scores are more than two years old or if the test changes.

## Special Credit Student Status

A student may enroll as a special credit student without specifying a particular curriculum objective. However, any special credit student desiring a degree or diploma must enroll in an appropriate major and meet all appropriate admissions requirements for that major.

**To receive financial assistance, a student must declare a major.**

## Continuing Education Programs Admission

Any person who is 18 years old or a high school graduate is eligible to enroll in a Continuing Education program. Further information is available in the Community Services section of the college catalog or from the Community Services Division office.



# Special Admission Requirements

## Medical Assisting and Health Information Technology

Students seeking admission to the Medical Assisting and Health Information Technology programs are required to meet the admissions requirements listed below. The Medical Assisting Admissions Committee and the HIT Admissions Committee will review and accept the most highly qualified applicants completing the admissions process as outlined below.

1. Submit an application for admission to Anson Community College.
2. Submit official transcripts indicating high school diploma or equivalent.

Students not meeting minimum scores must attend the PLATO lab and re-test.

Applicants may test only twice in any given year and test scores will be considered current for two years.

A retest may be required in the event any test or the test score requirement is changed.

3. Complete the CPT placement test with required scores.
4. Demonstrate keyboarding proficiency with a minimum standard as stated by the Business Technologies Department. (**Medical Assisting only.**)
5. Provide CPR/Basic First Aid certification. (**Medical Assisting only.**)

6. Interview with the Admissions Committee.
7. Sign form for criminal background check. There is a \$7.00 fee that is collected at the Admissions Committee interview.  
**(Medical Assisting only.)**
8. **Medical Assisting:** Complete satisfactory medical examination and drug screen. This is required upon notification of provisional acceptance and must be submitted prior to admission. Forms are provided by the college.  
  
**HIT:** Complete satisfactory physical examination prior to clinical affiliation assignments. Forms are provided by the college.
9. **Medical Assisting:** Complete dental examination. This is required upon notification of provisional acceptance and must be submitted prior to admission. Forms are provided by the college.

**PLEASE NOTE: Admission to Anson Community College does not imply acceptance into the Medical Assisting or Health Information Technology programs.**

### **Medical Assisting Acceptance Policy**

The Medical Assisting Admissions Committee selects a total of 20 candidates for admission to the Medical Assisting Program for the Fall Semester. Acceptance is based on a review and evaluation of the completed application requirements.

Points for selection will be awarded based on the following:

- ☒ Test scores
- ☒ Previous academic record
- ☒ Work experience
- ☒ Pending MA students taking related courses

Early admissions may be granted to a maximum of 10 students who complete the application process prior to May 1.

Although the Medical Assisting Admissions Committee will select only 20 students for the program, an alternate list will be kept and additional candidates may be admitted should openings occur prior to the end of registration each Fall Semester.

### **Health Information Technology Acceptance Policy**

The HIT Admissions Committee selects a total of 20 candidates for admission to the Health Information Technology program for the Fall Semester. If there are more than 20 qualified candidates for the program, the following point system will be used to rank students:

- ☒ Admission test scores
- ☒ Interview evaluation
- ☒ High school and post-high school academic excellence
- ☒ Medical and/or office-related work

Early admissions may be granted to a maximum of 10 students who complete the application process prior to May 1.

Although the HIT Admissions Committee will select only 20 students for the program, an alternate list will be kept and additional candidates may be admitted should openings occur prior to the end of registration each Fall Semester.

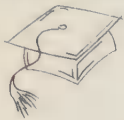
## **Practical Nursing and Surgical Technology Programs Admission**

Students seeking admission to the Practical Nursing or Surgical Technology programs are required to complete the admissions requirements outlined below:

1. Submit an Application for Admission to Anson Community College.



2. Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED)
  - ✎ from all colleges attended



High school graduation or the equivalent is required for admission.

3. Complete CPT placement test with required scores.

Students not meeting minimum scores must attend the PLATO lab and re-test.

Applicants may test only twice in any given year and test scores will be considered current for two years.

A retest may be required in the event any test or the test score requirement is changed.

4. Complete an informational meeting with members of the program's Admissions Committee.
5. Complete a physical, dental, and emotional health examination that documents your ability to provide safe nursing care. The examination must be submitted before admission and within three months of the date of enrollment. A complete and current immunization record must be included. Forms are provided by the College.
6. Provide CPR/Basic First Aid certification.
7. Complete a satisfactory drug screen. Form is provided by College.



8. Sign form for criminal background check. A \$7.00 fee is required.

### **Acceptance**

The Admissions Committee for each program will select a total of 20 candidates for admission to the Practical Nursing program. A maximum of 12 students will be selected for the Surgical Technology program. Acceptance is based on a review and evaluation of the completed application requirements. Points for selection will be awarded based on the following:

- ☒ Test scores
- ☒ Previous academic experience
- ☒ Work experience in a medical-related field

For more detailed information describing the selection process, contact a College counselor.

Applicants are ranked and selected for admission according to total points awarded. In the event of a tie, preference will be given to applicants residing in the Anson Community College service area. Date of application may be used to determine selection in the event of a tie.

During the first two weeks of April, the Practical Nursing admissions committee may grant early admission to applicants completing the application process on or before April 1 of each year. Early admission will be limited to ten applicants.

The remaining admission decisions for the Practical Nursing program will be made following June 1 of each year. All applicants will be considered in the final admission selection. Decisions concerning applicants for the current year's high school graduation class will be made by June 15 of each year.

The Practical Nursing admissions committee will select a total of 20 candidates for admission to the Practical Nursing program. Additional candidates will be selected for an alternate list. The Practical Nursing admissions committee will accept alternates if and when program openings are available through the first week of Fall Semester classes.

### **Nursing Transfer/Refresher**

Students wishing to transfer to Anson Community College

- ✎ from an accredited nursing program, or
- ✎ to refresh for license renewal

may be admitted to the Practical Nursing program, contingent upon space available.

Students seeking admission must:

1. Complete an Anson Community College Application for Admission.
2. Submit official transcripts.
  - ✎ from your high school, or
  - ✎ General Educational Development (GED)

**and**

  - ✎ from all colleges attended



High school graduation or the equivalent is required for admission.



Nursing related academic record is required.

3. **TRANSFER STUDENTS** - Submit a reference recommendation from Nursing Director/Chairperson. Form is provided by Anson Community College.
4. **REFRESHER STUDENTS** - Submit Nursing Certificate number.

5. Satisfactory completion of medical/dental examinations is required upon notification of selection for conditional acceptance into the program. These examinations must be completed prior to admission. Forms are provided by the College.

Admission decisions will be made by the Practical Nursing admissions committee. Selection is based on previous academic experience and appropriate North Carolina Board of Nursing guidelines.

### **Nursing Readmission**

Students seeking to re-enter the Practical Nursing program must submit a written request to the Practical Nursing admissions committee and complete all appropriate admission requirements. Each request is reviewed on an individual basis. Forms will be provided by the College.

### **Nursing Assistant Program Admission**

Students seeking admission to the Nursing Assistant (NA) program are required to complete the NA admissions test with a required minimum score of 60 on the reading section.

The NA admissions test will be scheduled prior to the beginning of each new class offering. Students may sit for the exam once per class offering. Test scores are valid for two years. The NA admissions test schedule is available through the Student Services office. A high school diploma or GED is required.

**NA registration will be on a first-come-first-serve basis, limited to only those candidates with the required minimum scores.**

If a student has his or her Nursing Assistant I registration, the student may enter the Nursing Assistant II course (NAS 102) with advanced placement credit. Verification of being a currently registered Nursing Assistant I must be provided prior to enrolling in NAS 102. Other Nursing Assistant I admission requirements must also be met.



## **Medical Transcription**

Students seeking admission to the Medical Transcription program are required to meet the admissions requirements listed below.

1. Complete and return an Anson Community College admission application.
2. Submit official transcripts
  - ✎ from your high school, or
  - ✎ General Educational Development (GED), and
  - ✎ from all colleges attended
3. Schedule an appointment and complete the placement test.
4. Demonstrate keyboarding proficiency of 45+ net words a minute.
- 5 Register for classes on published registration dates.

## **Tech Prep**

In cooperation with the local high schools, Anson Community College participates in and supports the Tech Prep (Technical Preparation) program.

The Tech Prep program is a course of study for high school students designed to meet the needs for a more technically oriented educational background. Through a blending of higher level academic and vocational courses, Tech Prep prepares students for the advanced courses required by Anson Community College.

There are three major program areas in Tech Prep at the high school level: Engineering Technology (Industrial, Mechanical, and Electrical), Business, and Health/Human Services. These areas correspond to programs offered at Anson Community College. Within each of the three areas, specific courses have been identified that are a part of the Tech Prep Articulation Agreement.



Procedures for Tech Prep advanced placement are

- ✎ The student has completed any course or courses listed in the Tech Prep agreement with a grade of “B” or better and requests advanced placement.
- ✎ When required by the ACC faculty, the student shall pass a proficiency test.

Courses accepted for advanced placement will appear on the student’s transcript. The credit will apply toward graduation, but will carry no formal grade or grade points.

### **Dual Enrollment**

High school students at least 16 years of age may enroll in courses if official written permission is obtained from their school system. The principal must certify that the student is taking at least *three high school courses* and is making appropriate *progress toward graduation*.

In the case of courses taken in the summer, the principal must certify that the student took at least three high school courses during the preceding year and made appropriate progress toward graduation.

The high school will determine available hours and courses to be taken by the student.

### **Admission of International Students**

The college is authorized to enroll non-immigrant, alien students. To apply for admission, foreign students should make arrangements through their native country’s American Consulate to complete the Test of English as a Foreign Language (TOEFL). A minimum score of 500 is required.

Anson Community College has no housing facilities, living accommodations or support programs for individuals from other

countries. All international students must submit evidence of financial resources adequate to support themselves through their educational program including funds for international student insurance. The evidence should be in the form of a statement from a bank or other appropriate official certifying that sufficient funds are available.

*Fees and  
Financial Aid*

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# Tuition and Fees

*Tuition is set by state policy and is subject to change without notice.*

## In-state Tuition

### Students Taking 14 or More Semester Credit Hours

Tuition	\$280.00
Activity Fee	\$9.00
Accident Insurance	<u>\$1.35</u>
<i>Total</i>	<i>\$290.35</i>

### Students Taking Less than 14 Semester Credit Hours

Tuition	\$20.00 per semester hour of credit
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## Out-of-State Tuition

Out-of-state tuition applies to any student whose legal residence is outside of North Carolina. Please see Student Residence Classification on page 145.

### Students Taking 14 or More Semester Credit Hours

Tuition	\$2282.00
Activity Fee	\$9.00
Accident Insurance	<u>\$1.35</u>
<i>Total</i>	<i>\$2292.35</i>

### Students Taking Less than 14 Semester Credit Hours

Tuition	\$163.00 per semester hour of credit
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## Activity Fee

The College activity fee is \$1.00 per semester hour up to a maximum of \$9.00 for 9 or more semester hours. This fee applies to all students except those enrolled in a Custom Course.

The fee supports cultural activities, entertainment, and recreational activities sponsored by the Student Government Association.

## Accident Insurance

Accident insurance, covering the student during hours in school and transportation to and from school, is available for \$1.35 per semester. Accident insurance is required and should be purchased through the Business Office.

## Special Fees

Because of the nature of some programs, additional fees may be charged (e.g. equipment fees, PN Liability Insurance, etc.).

## Textbooks and Supplies

Students must purchase textbooks and other necessary supplies. The college maintains a bookstore on the Polkton Campus and at UTEC in which these items may be purchased. The cost of these items varies according to the program of study taken by the student.

## Student Residence Classification

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in ***A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes***. (Copies of the applicable and of implementing regulations are available for inspection in the Student Services office).

The regulations (G.S. 116-143.1 (b)) read in part as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of

higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide residents of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide residents of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Note: Members of the Armed Forces, their spouses and offspring may be eligible for special provisions as set forth in ***A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes***.

Note: The decision of the Admissions Coordinator or dean responsible for the initial classification may be appealed to the President of Anson Community College, or his delegate in accordance with North Carolina law (G.S. 116-143.1).

If not satisfied with the decision, the student may then appeal to the State Residence Committee. Upon request, the College will provide the student with copies of school information housed within the college (e.g. residence application, school records, etc.) as may be needed.

## **Student Residence Reclassification**

Residence status reclassification may be made *only* during the regular registration period. Upon the written petition of a student submitted to the Admissions Coordinator or to the Dean of Student Services at least ten days prior to the beginning of the academic semester, a classification inquiry will be initiated. In such cases, the reclassification will be made in accordance with North Carolina law (G.S. 116-143.1).



# Refund Policy

Tuition refunds may be authorized only if the student must withdraw for unavoidable reasons. *Withdrawal requests must be presented to the Registrar's Office before the student withdraws from classes.*

Guidelines for Refunds Approved by the Dean of Student Services:

- ☒ 75% of the tuition paid may be refunded if the student withdraws by the 10% date of the semester
- ☒ No refunds shall be made in the amount of \$5.00 or less
- ☒ Full tuition refunds will be made if the College cancels a class

## Senior Citizens

Persons 65 years of age or older and who are residents of North Carolina may attend Anson Community College without paying tuition. Other fees will be charged. Verification of age will be required.

**An exception would be a self-supporting class in which all students enrolled share the cost of the class.**

## Student Financial Assistance

In order to receive financial aid, a student must be enrolled in an academic program for at least six credit hours applicable to their program (some students may be eligible if they are less than half-time) and maintain satisfactory progress in his/her course of study. Students enrolled as special credit (not claiming a major) are ineligible to receive federal financial aid. *Students who earn credit by examination (test-out) are ineligible to receive federal financial aid.*

Students who do not possess a high school diploma, GED, or recognized equivalent must demonstrate their ability to benefit prior to receipt of Title IV student aid. Ability to benefit will be determined in accordance with federal guidelines.



Assistance may be awarded in the form of grants, part-time employment, scholarships or a combination of these.

Students must apply for financial assistance *each* year and are encouraged to apply at least eight weeks prior to the registration day of the semester they intend to enter the college.

Federal Financial Aid Applications and other pertinent information may be obtained from: **Financial Aid Officer, Anson Community College, Post Office Box 126, Polkton, North Carolina 28135; telephone number, (704) 272-7635.**

## How to Remain Eligible for Financial Aid

Federal regulations require that students receiving financial aid must be making satisfactory academic progress. Anson Community College makes these standards applicable to all federal awarded financial aid funds in order to maintain a consistent policy for all students receiving assistance.

For federal financial aid purposes, satisfactory progress is measured in two ways, **qualitative** and **quantitative**.

### ***Qualitative Measurement***

Each semester, the financial aid student's grade point average (GPA) in program of study is calculated. The GPA must meet the minimums listed below.



### **Associate Degree Programs**

Cumulative Semester Hours Average	Minimum Quality Point
0-32	1.50
33-49	1.75
50-or more	2.00



## Vocational Diploma Programs

Cumulative Semester Hours Average	Minimum Quality Point
0-32	1.50
33 or more	2.00

Failure to attain the required quality point averages causes a semester of probation. During this probationary semester:

- ✓ Students must work to raise the GPA to the acceptable minimum for the hours attempted.
- ✓ Financial aid continues.

**At the end of one semester probation, if the student has not achieved a satisfactory GPA, *financial aid will end.***

To restore the financial aid award, the student must enroll and continue in a curriculum until his/her GPA is at an acceptable level. *During this time, the student receives no financial aid.*

- ☛ A student who enrolls and withdraws from all classes is not considered to be making satisfactory progress.
- ☛ A student who enrolls for any course(s) not required for graduation from his or her chosen curriculum will not receive financial aid for the course(s).

### **Quantitative Measurement** (Percent of courses taken)

Students receiving financial assistance must complete **67%** of all credit hours attempted. They must also be evaluated in increments of not more than half the program or one academic year, whichever is less.



## Diploma Programs

Evaluations are made at the end of fall semester. Students who will lose their eligibility in the spring semester are notified. Evaluations are made at the end of summer term with notification given to students who will lose eligibility for the fall semester.



## Associate Degree Programs

Students are evaluated at the end of spring semester. Notification is given to students who will lose their eligibility in the fall semester. Evaluations are made at the end of fall semester with notification given to students who will lose their eligibility for the spring semester.

## Maximum Time Frame for Completion

Students are expected to enroll and satisfactorily complete the required credit hours and courses to graduate from their program.



For financial aid, federal regulations limit the maximum time frame to no more than 150% of the length of the program. In other words, you cannot have attempted more than 150% of the total number of credits hours required for graduation. If more credit hours are taken, no financial aid can be awarded for the program of study.

### Figuring It Out

To graduate from Accounting, 69 credit hours are required. Multiply that times 150% to find the most credit hours allowed.

$$69 \times 150\% = 104$$

The maximum number of credit hours allowed for Accounting is 104.

Students over the maximum allowable credit hours for a program will be ineligible to receive financial aid for further periods of enrollment.



Students who have not met the standards of progress at the time of evaluation will be terminated from financial assistance.

★**Important Considerations**

Changing programs will greatly affect satisfactory progress. All hours previously taken at Anson Community College count toward progression. Hours previously taken at another institution that are transferred to ACC will count toward progression.

Once a student graduates from an eligible program, he or she may declare a new major and begin receiving financial aid.

Withdrawals, incompletes and repeating courses count toward hours attempted.

Developmental courses numbered below 100 are not included in the quantitative measurement. Students are allowed only one year of financial aid to complete developmental courses.

**Satisfactory Progress for Veterans**

A veteran enrolled at Anson Community College is required to make satisfactory academic progress. The measure of academic progress for veterans is the same as for students receiving other forms of financial aid. The required grade point averages (GPA) are repeated below:



**Associate Degree Programs**

Cumulative Semester Hours Average	Minimum Quality Point
0-32	1.50
33-49	1.75
50-or more	2.00





## Vocational Diploma Programs

Cumulative Semester Hours Average	Minimum Quality Point
0-32	1.50
33 or more	2.00

A veteran who does not make satisfactory progress will be placed on probation for one semester. During that semester of probation, the veteran is to focus on raising his or her GPA to the acceptable minimum for the hours attempted. During this first semester of probation, the student will continue to receive financial aid.

At the end of this one semester of probation, the student's GPA must be at the acceptable minimum for the hours attempted. If it is not, veterans benefits will be terminated. Benefits may be restored by enrolling in the curriculum with no VA benefits until the student's GPA increases to the acceptable minimum.

The veteran student who enrolls in two or more subjects and fails or withdraws from all of them will be classified as having made unsatisfactory program and benefits will be terminated.

## Appeals Procedures for Financial Aid

In order to appeal financial aid termination, a student must document mitigating circumstances in writing. Examples of cases where waiver will be considered may include injury to the student, illness of the student or immediate family member, or death of a family member.

1. A student must complete the **Financial Aid Termination Appeals Form** and submit it to the Financial Aid Committee. This form must be signed by the student's advisor, department chairperson, or the Dean of Instruction.

2. The Financial Aid Committee will review the appeal to determine whether or not termination of aid is justified. Written notification of the committee's decision is sent to the student.
3. A student who wishes to appeal the decision of the Financial Aid committee may request a committee hearing for final determination.

## Types of Financial Aid Available

### Pell Grants

The Pell Grant program is designed to provide assistance to U.S. citizens who attend post-secondary educational institutions at the undergraduate level and who have not yet earned a Bachelor's degree from any institution. *The Financial Aid Office encourages all students seeking financial aid at Anson Community College to apply for a Pell Grant.*

Pell Grants are given out each semester using a voucher system. The voucher will cover the cost of tuition and fees, and books and supplies (not to exceed the student's eligible amount). The balance, when other voucher charges are subtracted, will be paid to the student.

All Pell recipients will be required to submit attendance forms, signed by their instructors, to the Financial Aid Office prior to the Pell Grant checks being disbursed. Attendance forms are available in the Financial Aid Office. ***This is the student's responsibility.***



#### Special Note to Pell Grant Students Attending College for the First Time

If you withdraw from college and your withdrawal date is on or before the 60% date of the term, a pro rata method is used to refund a portion of the tuition and fees paid by your Pell Grant for that term.

This means a portion of the tuition and fees paid by your Pell Grant is refunded to the Pell Grant account. You do not receive a refund.

## Supplemental Education Opportunity Grant (SEOG)

This federal program offers grants to students who have exceptional financial need. Students must be continually enrolled at least half-time.

Students are encouraged to apply no later than July 1 for this grant.

## North Carolina Student Incentive Program

Application for this grant is made through the Application for Federal Student Aid (FAFSA). To be eligible to receive funds, a student must:

- Be a legal resident of North Carolina.
- Be enrolled or accepted for enrollment on a full-time basis.
- Demonstrate substantial financial need based on the Application for Federal Student Aid information.
- Submit application prior to the March 15 deadline of the academic year preceding enrollment.
- Not be enrolled in more than 6 hours of remedial coursework.

## College Work-Study Program

The College Work-Study program provides jobs for students who meet the eligibility requirements and wish to earn part of the cost of attending Anson Community College. Work-Study employment is available on campus on a part-time basis (usually 10 to 20 hours per week). Students who are interested in college work study jobs must also apply for Pell Grants and complete an application for employment.

Students receiving Federal Financial Assistance must meet satisfactory progress requirements with regard to time frames for completing diploma or degree programs as required by the U.S. Department of Education. Details are published in ACC's Financial Aid Handbook. For more information contact the Financial Aid Officer, Anson Community College, P.O. Box 126, Polkton, NC 28135.



## Nurse Education Scholarship Loan Program

This program is administered by NC State Education Assistance Authority. It is available to Practical Nursing students who have financial need. This loan is also based on other factors such as academic performance.

Awards range from \$400.00 to \$5,000.00 depending upon the student's demonstrated financial need, cost of instruction, other financial assistance, and the amount of funding available through the Nurse Education Scholarship Loan Program (NESLP).

To apply for NESLP funds, students must complete the Free Application for Federal Student Aid.

## Endowed Scholarships

Endowed Scholarships are provided through permanent funds established by benefactors and invested by the College. These funds are protected and invested wisely to insure permanence and growth.

The **William Dunlap Covington Endowment** was established through the generosity of Mrs. Anne Miller Covington. One or more merit scholarships are awarded annually to students in a Business Administration, Accounting, or Office Systems Technology associate degree program.

The **Susan Margaret Horne Scholarship Endowment** was established through the generosity of Mr. Kenneth W. Horne, Jr. One or more merit scholarships are awarded annually to students in the Practical Nursing or Surgical Technology diploma program.

The **Hoyle W. Lee Scholarship Endowment** was established by the generosity of the Hoyle W. Lee family who for many years owned and operated Wadesboro Nursing Home now operated as Heritage Hills Nursing Home. This endowment awards one or more scholarships to students pursuing careers in the long-term health care field. Candidates must be enrolled in either the Nursing



Assistant or Practical Nursing Program. Preference is given to students who are current or previous employees and their children of Heritage Hills Nursing Home.

Applicants should complete the regular financial aid process.

## Other Named Scholarships

Scholarships available from state and local sources are awarded on the basis of financial need and academic performance. Local scholarships available for students attending Anson Community College are listed below:

- Alumni Association Scholarship
- Dept. of Community Colleges Scholarship
- Edgar R. Hyder Scholarship
- Pee Dee Electric Scholarship
- Student Association Scholarship
- Wachovia Scholarship
- Carolina Power & Light Scholarship
- Coffing Hoists Scholarship
- Board of Elections Scholarship
- Women in Action Scholarship
- Alpha Pi Chi Scholarship
- A. C. Gatewood Scholarship
- Las Amigas Scholarship
- Fayette Jefferies Cloud Scholarship
- Hon. William F. Hefner Scholarship
- Wadesboro Rotary Club Scholarship
- H. R. Owens Scholarship
- Anson County Hospital Scholarship
- Sarah Lee Health Occupations Scholarship
- Carolina Power and Light Co.  
AHR/Electrical Installation Scholarship
- Dr. H. B. Monroe Scholarship
- Tom W. Allen Excellence in Law Enforcement Scholarship
- Hoyle W. Lee Nursing Scholarship

Each scholarship has specific application guidelines. Students interested in scholarships should contact the ACC Financial Aid Officer. Application forms may be secured from the Financial Aid Officer at ACC.

## Veterans Benefits

Qualified veterans and wives and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. To qualify, a student must

- ❖ have a high school diploma or GED
- ❖ be enrolled in a specific curriculum program

Certain other requirements may also apply.

***All admissions requirements must be met before the enrollment certification can be sent to the Veterans Administration.***

Not all courses are approved for VA educational benefits. Please contact the Financial Aid Office for a list of programs or classes that are eligible.

The College is approved for the training of veterans under Public Law 16 of the 78th Congress and under Public Law 550 of the 82nd Congress, and Chapter 34, Title 38, United States Code. For more information, contact Financial Aid Office, Anson Community College, P.O. Box 126, Polkton, NC, 28135.

## Vocational Rehabilitation

Vocational Rehabilitation is available to certain students with mental, physical, or emotional handicaps that limit their employment opportunities. For more information contact the Vocational Rehabilitation Office in the area or write:

Department of Human Resources  
Division of Vocational Rehabilitation Services  
Raleigh, NC 27611

## Job Training Partnership Act (JTPA)

JTPA funds may be available to qualified students. Assistance may be provided for books, tuition, fees, child care, transportation, and supplies.

The duration of any individual JTPA award is based upon the availability of funds, as well as student satisfactory progress measures that may be imposed. Students should contact the JTPA Coordinator on the Polkton Campus for more information.

## The Tuition Assistance Program

The Tuition Assistance Program is available to provide tuition assistance for members of the North Carolina National Guard. The application is available at guard units or from the address below.

Adjutant General  
P.O. Drawer 26268  
Raleigh, NC 27611

## Perkins Act

Single parents and homemakers may receive funds to pay for child care, transportation, tuition, fees and other services while in school.

To qualify, the student must be legally separated or unmarried with custody or joint-custody of children. Homemakers are adults who have worked primarily in the home without pay and now must work outside the home.

To apply, contact Financial Aid Officer, Anson Community College, P.O. Box 126, Polkton, NC, 28135.

# *Academic Policies*

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## **Semester System**

Anson Community College operates on the semester system. The fall and spring semesters are each sixteen (16) weeks in length. The Summer sessions are ten (10) weeks long and may contain two shorter five-week sessions or an eight-week session.

The College is in session six days per week. Classes scheduled on Monday, Wednesday, and Friday normally meet hourly for 50 minutes with a 10 minute break between classes. Classes scheduled on Tuesday and Thursday normally meet for 75 minutes with a 15 minute break between classes. The number of times that a class meets each week is determined by the number of semester hours credit awarded for that class.

## **Registration**

All students are required to register before the beginning of each semester. Credit will not be granted for courses in which the student is not properly registered.

Registration instructions are published prior to each semester. Look for them in the class schedule.

## **Advisors**

Students will be assigned advisors upon declaring a curriculum program at Anson Community College. The advisors are full-time faculty members within the respective curriculum.

Advisors will keep a record of each advisee's progress. A student's advisor is the person who can answer questions about program or graduation requirements.

Faculty members schedule office hours each term. Students must meet with their assigned advisors to insure proper registration. You should check with your advisor to learn his or her office hours.

If you are a "special credit" student or a "dual enrolled" student, your advisor is a college counselor in the Office of Student Services.

## Attendance Policy

Missing class can impact on what and how much a student learns. It is difficult to get the most from a course if many classes are missed.

The College recognizes that students are adults with many responsibilities. An occasional absence might be absolutely necessary. However, *such absences in no way lessen the student's responsibility for meeting the requirements of the class.*

Instructors may use attendance as part of their policy to determine class grades.

## Student Course Load

A student must carry 12 semester hours to be considered a full-time student. The normal maximum load is 18 credit hours. Written permission of the department chair and the Dean of Instruction must be obtained to schedule more than 18 credit hours.

## Grading System and Quality Point Average

The 4.0 quality point system is used to calculate student quality point averages (QPA). The letter grades used are

<b>A</b>	4 quality points
<b>B</b>	3 quality points
<b>C</b>	2 quality points
<b>D</b>	1 quality point
<b>F</b>	0 quality points
<b>I</b>	<i>Incomplete</i> , 0 quality points
<b>AU</b>	<i>Audit</i> , 0 quality points
<b>W</b>	<i>Withdrawal</i> , 0 quality points
<b>TP</b>	<i>Tech Prep</i> , 0 quality points
<b>WP</b>	<i>Withdrawal passing after midterm</i> , 0 quality points
<b>WF</b>	<i>Withdrawal failing after midterm</i> , 0 quality points
<b>WI</b>	<i>Withdrawal-involuntary</i>
<b>CE</b>	<i>Credit by Examination</i>
<b>T</b>	<i>Transfer Credit</i>
<b>*</b>	<i>Asterisk (*) grade indicates this grade is not calculated into the current major GPA.</i>

## **How to Calculate the QPA**

The quality point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. The hours for a grade of WF are computed when calculating QPA.

## **Important Note about Maintaining a “C” Average**

An average of “C” in the major area of study and an overall average of “C” is required for graduation. An average of “C” on the 4.0 quality point system is a 2.0 quality point average.

For the Practical Nursing program only, any grade below a “C” is considered failing.

## **Incomplete**

The grade of “I” may be assigned by the instructor as an “incomplete.” Students must complete all work and remove the “I” from their record during the next term, including the 10-week summer term.

An “I” automatically becomes an “F” if not removed in the required time.

## **Drop/Add**

Students may drop or add a course during the drop/add period at the beginning of each semester without grade penalty. The drop/add period is published in the academic calendar.

Students must complete the official Drop/Add form available in the Student Services Office.

## **Withdrawal**

Anson Community College recognizes that from time to time, it may be necessary for a student to withdraw from a course. Students may withdraw from any course and receive a grade of “W” following the Drop/Add period and through the midpoint of the term. Students must complete a “Withdrawal Form” available in the Student



Services Office. This form is signed by the student and his or her advisor and turned in to the Student Records Office.

After the midpoint of the semester, if a student must withdraw from one or more classes, the Dean of Student Services Office may grant an administrative withdrawal. To apply for an administrative withdrawal after the midpoint of the semester

- Get an administrative withdrawal request form from the Student Services Office.
- Complete the form.
- Include compelling and sufficient **written documentation** of the circumstances creating the need to withdraw.
- Submit completed request and documentation *before the end of classes* for the term in question.

In cases where the Dean of Student Services formally approves the withdrawal, the instructor will assign an appropriate grade of WP or WF.

## Probation Policy

The Probation Committee meets each semester to administer the probation policy.

Students with a quality point average below that required for the cumulative hours attempted (see schedule below) will be placed on probation. The Probation Committee may limit the number of hours a student may enroll during a probationary term.



### Associate Degree Program

Cumulative Semester Hours	Minimum Quality Point Average
0-32	1.50
33-49	1.75
50 or more	2.00





## Vocational Diploma Program

Cumulative Semester Hours	Minimum Quality Point Average
0-18	1.50
19 or more	2.00

Failure to attain the above required quality point averages during a probationary semester will result in one or more of the following:

1. Suspension for a semester
2. A loss of financial aid for a semester
3. A further semester of probation
4. Transfer to another program
5. A loss of V.A. educational benefits
6. Reduced academic course load and counseling
7. Other as defined by the Admissions Committee

The Probation Committee will determine which one or more of the above shall apply in each individual case.

**NOTE** The committee may take into consideration extenuating circumstances, i.e., an act of God which prevents the student from meeting responsibilities. Sole judgment on extenuating circumstances rests with the committee.

### Appeal

A student may appeal the decision of the Probation Committee by notifying the Dean of Instruction no later than 5 days following the notification of probationary status.

The Dean of Instruction will schedule an appeal hearing of the Academic Affairs Committee within five days of receipt of the student's intent to appeal.

The decision of the committee shall be final.

## Readmission

Students suspended for academic reasons will automatically be on probation for their first returning semester.

A student who has withdrawn for any reason other than disciplinary may re-enter any semester provided all debts to the College have been paid.

## Course Auditing

Students who wish to audit courses must register through normal channels. Auditors receive no credit and are encouraged to attend class regularly and participate in class discussions. Auditors will be charged the same fees as students taking courses for credit.

## Catalog of Record

The catalog that is current when the student enrolls in the College is the catalog of record.

A student who is in continuous attendance (except summer term) may graduate under the provisions of his/her catalog of record, or a subsequent issue. A student who is *not* in continuous attendance may be required to graduate under the provisions of the catalog in effect on his/her last re-entry date or a subsequent issue.

Any deviation from the stated policy/procedure must receive written approval by the Dean of Instruction, faculty advisor, and/or department chair.

## Change of Curriculum

There are times when a student's aptitude and interests may be better served by a change of curriculum. If a student is thinking of changing programs, a counselor in the Student Services Office should be consulted to explore the possibilities.

A student desiring to change his/her program of study must file a *Request for Change of Curriculum* with a counselor in the Student Services Office. The change must be approved by the counselor

and will be effective at the beginning of the next semester, or later, as specified by the student.

Each student requesting a change of curriculum will have his/her record evaluated to identify courses to transfer to the new program.

## **Dean's and President's Lists**

Anson Community College recognizes outstanding academic achievement by placing the student on the Dean's or President's List. Students enrolled for a minimum of 12 semester hours and who receive a "B" plus average (3.5 quality point average) will be placed on the Dean's List. Students earning an "A" average (4.0) will be placed on the President's List.

## **Credit By Examination**

A student may earn credit by examination for a given course if he/she can demonstrate the required level of proficiency as a result of independent study or experience.

This credit shall be based on a departmental examination which will be given with the permission of the student's advisor and the concerned instructor. Grades will be assigned by the instructor according to test results.

Persons earning credit by examination are charged regular tuition rates. Forms and other information may be obtained from the Student Services Office.

## **Independent Study**

Independent Study is an alternate means of completing the requirements of credit courses which lead toward graduation. The specific title of the course and the credit value assigned will vary depending upon catalog listing or student-teacher selection.

Students who are taking a course by independent study must be in conference with the instructor at scheduled office hours or by appointment.



Students wanting to take a course by Independent Study must register for the course during regular semester registration.

Approval of the student's advisor, course instructor, and Dean of Instruction must be obtained *before* the registration process is complete. Necessary forms and other information may be obtained at any time from the Student Services Office or at registration.

## Requirements for Graduation

The following minimum requirements apply to all programs. *Some departments may have additional requirements applicable only to that department.*

1. A student must have a 2.00 quality point average in his major, an overall 2.00 average ("C" average) and have completed all required courses in order to graduate.
2. All departmental requirements must have been satisfied.
3. All property of the college must be returned.
4. Residency requirements must be met. (Minimum of 26 credit hours must be earned at Anson Community College.)
5. Presence at graduation is a requirement.

When attendance is impossible, the student may petition, in writing, the Dean of Student Services for permission to graduate *in absentia*. Such petition must be made at least ten days before commencement exercises. Permission to graduate *in absentia* may be denied.

6. Each graduating student should make application for graduation and pay the appropriate fees at registration for the last semester before graduation.

7. Complete exit interview with Student Services.

8. Complete Assessment review.

Upon recommendation of the department chairperson and approval of the department faculty and the Dean of Instruction, certain specific graduation requirements may be waived.

Practical Nursing students who expect to complete all course work by the end of summer session may, with the consent of the Dean of Instruction, meet the requirements for graduation by attending the May ceremony provided they sign a letter requesting early graduation. They must, at that time, pay the graduation fees. Diplomas are issued following completion of all course work and other requirements.

## **ACC Graduation/Persistence Rates**

Information regarding the persistence rates relative to degree completion of students at Anson Community College is available in the Office of Student Records, Garibaldi Building, Polkton Campus.

## **Repeating Course Work**

Students wanting to improve a passing grade in a course may repeat that course once. In the case of a course which has been repeated, the highest grade will be used in the calculations of grade points and credit hours earned.

Certain regulations may prohibit veterans and other financial aid recipients from receiving educational benefits while repeating a course. It is the student's responsibility to determine his or her status in regard to

## **Course Substitution**

Students may request to substitute an equal or higher level course required in their program of study based on particular occupational goals. All substitutions must be approved *in writing* by the student's advisor, departmental chairperson and the Dean of Instruction.

A maximum of five (5) courses may be credited for any student through the course substitution. Exceptions may be made with special approval by the Dean of Instruction.

## Transfer of Credit

Educational work completed by the student in other accredited institutions may, where applicable, be credited toward the requirements of a degree, diploma or certificate program at Anson Community College. **Students are required to file transcripts of all previous college work.**

Credit earned at Anson Community College can be transferred to a similar program at other institutions of the Department of Community Colleges in North Carolina and selected four-year colleges and universities. Transfer credit is determined by the institution to which the student wishes to transfer.

The Comprehensive Articulation Agreement, approved November 1996, between the State Board of Community Colleges and the Board of Governors of the University of North Carolina allows for the transfer of associate in science and associate in arts degree program credits from each community college into each of the 16 public senior institutions of higher education.

Anson Community College has entered into agreements with the following colleges and universities whereby students may transfer credits from the College Transfer and/or General Education Associate degree program toward a bachelor's degree.

Bennett College  
Campbell University  
Catawba College  
Fayetteville State University  
Gardner-Webb University  
Greensboro College  
Livingstone College  
Methodist College  
Montreat College



North Carolina A & T State University  
North Carolina Central University  
North Carolina State University  
North Carolina Wesleyan College  
University of North Carolina at Pembroke  
Pfeiffer University  
Shaw University  
University of North Carolina at Charlotte  
Warren Wilson College  
Wingate University  
Winston-Salem State University

For more information regarding the transfer status of specific courses and curriculums, contact the college counselor, a faculty member, and/or the Dean of Student Services.

## **Student Records**

Anson Community College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.









The following documents will be maintained as part of the student's institutional record for five (5) years and will be subject to all state and federal regulations governing the safety and confidentiality of those records:

1. complete application
2. completed medical forms (when applicable)
3. letter of acceptance
4. registration and change notices
5. veterans records
6. transcripts
7. grade sheets and registration forms
8. test records (when applicable)
9. statement of waiver by the student for release of records which also contains a list of those persons to whom the records are accessible.

Anson Community College will use the above information for the sole purpose of assisting the student in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.

Each student has the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Dean of Student Services or a counselor. Students wishing to view their records must provide identification and complete a *Request for Release of Information* form. The student will be allowed to view his/her records within 45 days of the request. A student may not review parental financial information unless the parents give written approval. For additional information pertaining to the Family Educational Rights and Privacy Act, consult the Registrar or Dean of Student Services.

Certain information is considered to be directory information and may be used for directory purposes unless the student specifically requests directory information to be protected. In accordance with the Family Educational Rights and Privacy Act, directory information relating to a student includes the following:

-  the student's name
-  address
-  telephone listing
-  date and place of birth
-  major field of study
-  participation in officially recognized activities and sports
-  dates of attendance
-  the most recent previous educational agency or institution attended by the student

## Transcripts

A *Request for a Release of Information* form can help you get a copy of your transcript. You can get a copy of this form in the Student Services Office.

One transcript will be prepared without charge. Additional transcripts will be prepared at a cost of \$1.00 per copy. No transcript will be released until your account is cleared with the Business Office and Library.



*Student  
Services and Life*

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# The Purpose of Student Services

The purpose of the Student Services Division is to provide systematic support services to help students reach their educational and career goals. These services support the instructional programs, are in keeping with, and compliment the philosophy and purpose of the College.

## Orientation

All **new students** are expected to participate in an orientation program conducted each semester by the Student Services staff and other college personnel. During orientation, the student learns about financial aid, scheduling, grading, clubs and many other things.

The purpose of orientation is to help each student get the most from his or her learning experience at Anson Community College.

## Counseling

The College provides counseling services to help students succeed in their educational programs. Counselors can also help students with more personal problems that might affect their progress.

Requests for these services can be made at the Student Services Office.

## Peer Tutoring Services

Peer tutoring is available at no cost to any students needing help in a specific course of study. Peer Tutors provide individual and/or group help to build a stronger understanding of course material outside of regularly scheduled classes. If you need a peer tutor, contact a college counselor.

Peer Tutors are selected with the approval of the course instructor and a counselor.

## **Becoming a Champion (BAC)**

This program is open to all students. It helps students identify specific skills and behaviors needed for success. The BAC program helps students recognize their strengths and provides an opportunity to learn new skills for personal problem solving and change. It can also help students gain skills for personal career development.

Computerized assessments and follow-up sessions with counselors and support personnel provide insight into and help in the development of life management skills.

At small group sessions, presentations by guest speakers help enhance the understanding and appreciation of skills needed for success.

## **Career Center**

The Career Center offers programs, workshops, and counseling to help students explore their place in the workforce.

A variety of interest, aptitude, and personality tests are available. These tests help you understand more about yourself. This information can be used to make career decisions. Counselors are available to discuss test results, the area job market, educational programs, financial assistance, and other special programs.

The Career Center maintains a collection of books and resources aimed at career development, career exploration, and personal development.

### **Job Placement**

The Career Center can also assist students and graduates with employment opportunities. Help is provided with resumes, interviewing, and job search skills.



While there is no guarantee that students and alumni will be placed in jobs of their choosing, many contacts with business and industry are maintained to help bring prospective employers and employees together.

## **Parking**

All vehicles parked on the Polkton Campus by full- or part-time faculty, staff or students must be registered. Vehicles may be registered any time during the year in the Student Services Office in the Garibaldi Building. Failure to register a vehicle may result in a warning citation and fine.

On other campuses, students may park in any parking spot that is not reserved for the handicapped, for loading, or for faculty/staff parking.

## **Noise**

Students are asked to be considerate of classes in session. Everyone is asked to speak at moderate levels when talking within halls or areas next to classrooms.

Excessive noise interrupts the learning activity in the classrooms and labs and should be avoided.

## **Smoking**

Smoking is prohibited in all Anson Community College buildings. Smokers are invited to use the designated smoking areas outside each building where ashtrays are provided.

## **Phone Calls**

Students will not be called out of class to receive personal calls except in the case of an emergency.

Pay telephones are provided for personal calls. Students are asked to limit personal calls to three minutes so that pay phones are not tied up for extended periods.

Students are asked not to request the use of telephones in any office.

Hearing impaired individuals should consult the Student Services staff for TDD services.

## **Class Rings**

Anson Community College class rings are available to all students. Students wishing to purchase rings should check with the Student Services Office to find out when to order. A ring sales representative will be available during specific times which will be announced in advance.

## **Social and Cultural Activities**

Anson Community College offers a well-rounded program for the social and cultural development of its students. Lectures and exhibits of various kinds are held periodically during the year. Notice of these events is posted on the bulletin board in the college lounge.

## **Clubs and Student Organizations**

### **Student Government Association**

This group works to promote in each student a sense of pride and responsibility in the college and to accept his or her democratic responsibility as an American citizen.

The Student Government Association acts as an intermediary between the student and the College's faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities.

Officers of the Student Government Association are elected annually by the students.

### **Phi Beta Lambda**

Phi Beta Lambda (PBL) is a national organization for students planning to enter the business world. The club's aim is to familiarize its members with business operations and functions and the American Free Enterprise System. Interested students may join at any time during the year.

### **Phi Theta Kappa, Alpha Omega Psi Chapter**

Phi Theta Kappa is the international honor society of the two-year college. Invitation to membership in Phi Theta Kappa can only be extended by the local chapter, Alpha Omega Psi.

To be eligible for membership, a student must currently be enrolled in an associate degree program at Anson Community College and taking at least 10 semester credit hours. The student must have already completed at least 20 semester hours of course work leading to an associate degree, have a grade point average of 3.5, and enjoy full rights of citizenship.

### **Criminal Justice Student Association (CJSA)**

Criminal Justice Student Association is comprised of students interested in careers in corrections, law enforcement, security services, or the judicial system. CJSA emphasizes leadership, community service, and fellowship.

### **Organization of Human Service Education (OHSE)**

The Anson Community College Organization of Human Service Education promotes professional development and community services for those students pursuing careers in the social or human services field.

### **Health Technologies Club**

The Health Technologies Club provides an opportunity for all students in the health education programs to know each other and offer support for one another. Students participate in community service projects such as screening and preventative health programs.



## **Alumni Association**

Each Anson Community College student completing a program or graduating is invited to join the Alumni Association. The aim of the Alumni Association is to keep former students involved in ACC's future activities and growth.

Alumni Association members are invited to take advantage of placement services and other postgraduate benefits that are offered.

## **Early Childhood Education Club**

The Early Childhood Education Club allows students interested in the development of young children to socialize with peers who have the same interests and goals. Club members participate in community service projects that emphasize helping, sharing, and caring, which are characteristics of good child care.

# **Things You Should Know**

## **CHILDREN ON CAMPUS**

Anson Community College, as an adult educational institution, does not maintain child care facilities on campus and is not equipped or authorized to maintain such facilities.

Therefore, students, faculty, and staff are requested **not** to bring children to class or to the work area. *Children are forbidden from shop and lab areas unless authorized by college personnel.*

Appropriate action will be taken by Student Services personnel.

The College assumes no responsibility or liability for children nor for any accidents or injuries incurred by children in any situation not approved by the College Administration.

## **DRUGS AND ALCOHOL**

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions.

From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students and the public at large. Drug and alcohol use may also result in damage to college property.

Therefore, it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on college premises, or as part of any college sponsored activities.

Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

1. Anson Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
2. The term “controlled substance” means any drug listed in 21 DFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to Heroin, Marijuana, Cocaine, PCP, and “Crack”. They also include “legal drugs” which are not prescribed by a licensed physician.
3. If any employee or student is convicted of violating any criminal drug statute while in a workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to

successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.

4. Each employee or student is required to inform the college, in writing, within five (5) days after he/she is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity. Conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court.
5. Convictions of employees working under a federal grant, for violating drug laws in the workplace, on college premises, or as part of any college sponsored activity, shall be reported to the appropriate federal agency. Anson Community College must notify the U.S. Government agency, with which the grant was made, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The college shall take receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
6. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
7. If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college sponsored activity, he/she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or



student to successfully finish an alcoholic rehabilitation program, sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.

8. The term alcoholic beverage includes beer, wine, whiskey and other beverage listed in Chapter 18B of the General Statutes of North Carolina.
9. Each employee or student is required to inform the college, in writing, within five (5) days after he/she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity.

**Students employed under the College Work-Study Program are considered to be employees of the college, if the work is performed for the college in which the student is enrolled.**

For work performed for a federal, state, local public agency, a private nonprofit or a private for profit agency, students are considered to be employees of the college unless the agreement between the college and the organization specifies that the organization is considered to be the employer.

### **FIREARMS OR OTHER DANGEROUS WEAPONS POLICY**

Anson Community College will provide a safe environment for students, faculty, staff and visitors. Therefore, any unauthorized possession of a firearm or any other dangerous weapon, as defined in the North Carolina General Statutes 14-269.2, will result in the following actions:

1. The college will file charges under North Carolina General Statutes 14-269.2.
2. Any student who violates this provision will be expelled from the college for a period of not less than one year.



3. Violation of this provision by any employee will be considered a breach of the terms and conditions of employment.
4. Action will follow in accordance with the college's personnel or student due process procedures.

## **Student Conduct**

Students at Anson Community College are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times.

The college does not permit the use or the possession of alcoholic beverages or illegal drugs on campus. The college is in accordance with federal, state, and local statutes and will cooperate with the respective law enforcement agencies in their enforcement.

Any student subject to dismissal from ACC for disciplinary reasons is entitled to due process, including the right of appeal.

## **Student Housing**

The college does not have dormitory facilities. The Dean of Student Services will assist students in obtaining off-campus housing, when requested to do so and as may be practically possible.

## **College Center**

The college provides facilities for the convenience of students. Included in the lounge area is a snack area for sandwiches, soft drinks and candies and an area for study and recreation.

## **Health Services and First Aid**

Emergency First Aid kits are maintained in the Student Services Office as well as in each of the shop areas.

Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, physicians and/or ambulance service may be called at the student's expense to provide necessary medical services.

# *Notes*

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# ACCOUNTING

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**ACC 130 Business Income Taxes****2 2 3**

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax depreciation, accounting periods and methods, corporations, partnerships, S corporations, estates and trusts, and gifts. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

**ACC 140 Payroll Accounting****1 2 2**

Prerequisites: ACC 120

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

**ACC 149 Introduction to Accounting Spreadsheets****1 2 2**

Prerequisites: ACC 120

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

**ACC 150 Computerized General Ledger****1 2 2**

Prerequisites: ACC 120

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

**ACC 151 Accounting Spreadsheet Application****1 2 2**

Prerequisites: ACC 149

This course is designed to facilitate the use of spreadsheet technology as applied to accounting principles. Emphasis is placed on using spreadsheet software as a problem-solving and decision-making tool. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.



**ACC 220 Intermediate Accounting I****3 2 4**

Prerequisites: ACC 121

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

**ACC 221 Intermediate Accounting II****3 2 4**

Prerequisites: ACC 220

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 225 Cost Accounting****3 0 3**

Prerequisites: ACC 121

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 226 Managerial Accounting****3 0 3**

Prerequisites: ACC 121

This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.

**ACC 269 Auditing****3 0 3**

Prerequisites: ACC 220

This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon completion, students should be able to demonstrate

competence in applying the generally accepted auditing standards and the procedures for conducting an audit.

## *AIR CONDITIONING, HEATING, AND REFRIGERATION*

### **AHR 110      Introduction to Refrigeration      2    6    5**

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

### **AHR 111      HVACR Electricity      2    2    3**

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

### **AHR 112      Heating Technology      2    4    4**

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

### **AHR 113      Comfort Cooling      2    4    4**

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

### **AHR 114      Heat Pump Technology      2    4    4**

Prerequisites: AHR 110 or AHR 113

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost



systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

**AHR 125 HVAC Electronics****1 3 2**

Corequisites: AHR 111

This course introduces the common electronic control components in HVAC systems. Emphasis is placed on identifying electronic components and their functions in HVAC systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.

**AHR 130 HVAC Controls****2 2 3**

Prerequisites: AHR 111

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

**AHR 133 HVAC Servicing****2 6 4**

Corequisites: AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

**AHR 140 All-Weather Systems****1 3 2**

Prerequisites: AHR 112 or AHR 113

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

**AHR 151 HVAC Duct Systems I****1 3 2**

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

**AHR 160 Refrigerant Certification****1 0 1**

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

**AHR 180 HVACR Customer Relations****1 0 1**

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

**AHR 210 Residential Building Code****1 2 2**

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

**AHR 211 Residential System Design****2 2 3**

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

**AHR 212 Advanced Comfort Systems****2 6 4**

Prerequisites: AHR 114

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.



**AHR 240 Hydronic Heating**

**1 3 2**

Prerequisites: AHR 112

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.

**AHR 250 HVAC System Diagnostics**

**0 4 2**

Corequisites: AHR 212

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications..

**AHR 255 Indoor Air Quality**

**1 2 2**

This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems.

*ANTHROPOLOGY*

**ANT 220 Cultural Anthropology**

**3 0 3**

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed.



*ART***ART 110      Introduction to Art      2   0   2**

This course is designed to introduce an awareness of art in the everyday world. Emphasis is placed on art as visual communication. Upon completion, students should be able to demonstrate an understanding of the meanings and purposes of art.

**ART 111      Art Appreciation      3   0   3**

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

**ART 113      Art Methods and Materials      2   2   3**

This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes.

**ART 130      Basic Drawing      0   4   2**

This course introduces basic drawing techniques and is designed to increase observation skills. Emphasis is placed on the fundamentals of drawing. Upon completion, students should be able to demonstrate various methods and their application to representational imagery.

**ART 131      Drawing I      0   6   3**

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.

**ART 132      Drawing II      0   6   3**

Prerequisites:      ART 131

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques.

**ART 281      Sculpture I****0   6   3**

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches.

**ART 282      Sculpture II****0   6   3**

Prerequisites:    ART 281

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture.

*AUTOMOTIVE BODY REPAIR***AUB 111      Painting & Refinishing I****2   6   4**

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

**AUB 112      Painting & Refinishing II****2   6   4**

Prerequisites: AUB 111

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

**AUB 114      Special Finishes****1   2   2**

Prerequisites: AUB 111

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.



<b>AUB 121</b>	<b>Non-Structural Damage I</b>	<b>1</b>	<b>4</b>	<b>3</b>
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This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards..

<b>AUB 122</b>	<b>Non-Structural Damage II</b>	<b>2</b>	<b>6</b>	<b>4</b>
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This course covers safety, tools, and advanced body repair . Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

<b>AUB 131</b>	<b>Structural Damage I</b>	<b>2</b>	<b>4</b>	<b>4</b>
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This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

<b>AUB 132</b>	<b>Structural Damage II</b>	<b>2</b>	<b>6</b>	<b>4</b>
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Prerequisites: AUB 131

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

<b>AUB 134</b>	<b>Autobody MIG Welding</b>	<b>1</b>	<b>4</b>	<b>3</b>
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This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.



**AUB 136      Plastics & Adhesives****1    4    3**

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards..

**AUB 141      Mechanical & Electrical Components I    2    2    3**

This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

**AUB 142      Mechanical & Electrical Components II    3    9    6**

Prerequisites: AUB 141

This course provides an in-depth study of automotive mechanical and electrical systems. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, restraint, fuel intake, and exhaust systems. Upon completion, students should be able to demonstrate a comprehensive understanding of the operation, inspections, and repair of automotive mechanical and electrical systems.

**AUB 162      Autobody Estimating****1    2    2**

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.. should be able to apply the laboratory experiences to the concepts presented in AUT 181.

*BIOLOGY***BIO 106    Introduction to Anatomy/Physiology/Microbiology    2    2    3**

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify

structures and functions of the human body and describe microorganisms and their significance in health and disease.

**BIO 111      General Biology I      3   3   4**

Prerequisite: MAT 070

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

**BIO 112      General Biology II      3   3   4**

Prerequisites: BIO 111

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels.

**BIO 163      Basic Anatomy & Physiology      4   2   5**

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course also includes an introduction to microbiology.

**BIO 165      Anatomy and Physiology I      3   3   4**

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Organ systems of the body are discussed individually and as part of the interacting groups with emphasis on the processes which maintain homeostasis.

**BIO 166      Anatomy and Physiology II      3   3   4**

Prerequisites: BIO 165

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human



body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. Organ systems of the body are discussed individually and as part of the interacting groups with emphasis on the processes which maintain homeostasis.

**BIO 271      Pathophysiology****3   0   3**

Prerequisite: BIO 163 or BIO 166 or BIO 169

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

*BLUEPRINT READING***BPR 111      Blueprint Reading****1   2   2**

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

**BPR 121      Blueprint Reading: Mechanical****1   2   2**

Prerequisites: BPR 111

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

**BPR 130      Blueprint Reading: Construction****1   2   2**

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.



**BPR 135      Schematics & Diagrams****2   0   2**

This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.

*BUSINESS***BUS 110      Introduction to Business****3   0   3**

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

**BUS 115      Business Law I****3   0   3**

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

**BUS 116      Business Law II****3   0   3**

Prerequisites: BUS 115

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

**BUS 121      Business Math****2   2   3**

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

<b>BUS 135</b>	<b>Principles of Supervision</b>	<b>3</b>	<b>0</b>	<b>3</b>
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This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

<b>BUS 137</b>	<b>Principles of Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
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This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

<b>BUS 147</b>	<b>Business Insurance</b>	<b>3</b>	<b>0</b>	<b>3</b>
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This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

<b>BUS 152</b>	<b>Human Relations</b>	<b>3</b>	<b>0</b>	<b>3</b>
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This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

<b>BUS 153</b>	<b>Human Resource Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
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This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

<b>BUS 217</b>	<b>Employment Law and Regulations</b>	<b>3</b>	<b>0</b>	<b>3</b>
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This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative



action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

## BUS 225 Business Finance

2 2 3

Prerequisites: ACC 120

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

# BUS 230 Small Business Management

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This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

## BUS 237 Current Management Issues

2 0 2

This course introduces current management issues and problems. Emphasis is placed on the management topics and challenges faced by all employees in an organization. Upon completion, students should be able to critically analyze alternative solutions within a team environment.

<b>BUS 253</b>	<b>Leadership and Management Skills</b>	<b>3</b>	<b>0</b>	<b>3</b>
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This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

# CARPENTRY

**CAR 111      Carpentry I**

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This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.



**CAR 112      Carpentry II****4   15   9**

Prerequisites: CAR 111

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

**CAR 113      Carpentry III****3   9   6**

Prerequisites: CAR 111

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision

**CAR 114      Residential Building Codes****3   0   3**

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

**CAR 115      Residential Planning/Estimating****3   0   3**

Prerequisites: BPR 130

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

*CHEMISTRY***CHM 131      Introduction to Chemistry****3   0   3**

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields.

		<i>Lec</i>	<i>Lab</i>	<i>Credit</i>
<b>CHM 131A</b>	<b>Introduction to Chemistry Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>

Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131.

<b>CHM 132</b>	<b>Organic and Biochemistry</b>	<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite: CHM 131

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

### *COMPUTER INFORMATION SYSTEMS*

<b>CIS 110</b>	<b>Introduction to Computers</b>	<b>2</b>	<b>2</b>	<b>3</b>
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This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

<b>CIS 112</b>	<b>Windows</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisites: CIS 110

This course includes the fundamentals of the Window's software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Window's software in an office environment.

<b>CIS 113</b>	<b>Computer Basics</b>	<b>0</b>	<b>2</b>	<b>1</b>
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This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software.



		<i>Lec</i>	<i>Lab</i>	<i>Credit</i>
<b>CIS 115</b>	<b>Introduction to Programming &amp; Logic</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisites: MAT 080				
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.				
<b>CIS 120</b>	<b>Spreadsheet I</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisites: CIS 110				
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.				
<b>CIS 130</b>	<b>Survey of Operating Systems</b>	<b>2</b>	<b>3</b>	<b>3</b>
The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.				
<b>CIS 147</b>	<b>Operating System - Window's</b>	<b>2</b>	<b>2</b>	<b>3</b>
Corequisites: CIS 130				
This course introduces operating systems concepts for a Window's operating system. Topics include hardware management, file and memory management, system configuration/ optimization, and utilities. Upon completion, students should be able to perform operating system functions at the support level in a Window's environment.				
<b>CIS 152</b>	<b>Database Concepts &amp; Applications</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisites: CIS 110 or CIS 115				
This course introduces database design and creation using a DBMS. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.				



		<i>Lec</i>	<i>Lab</i>	<i>Credit</i>
<b>CIS 160</b>	<b>Multimedia Resources Integration</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisites: CIS 110				
This course introduces the peripherals and attendant software needed to create stand-alone or networked interactive multimedia applications. Emphasis is placed on using audio, video, graphic, and network resources; using peripheral-specific software; and understanding file formats. Upon completion, students should be able to utilize multimedia peripherals to create various sound and visual files to create a multimedia application.				
<b>CIS 162</b>	<b>Multimedia Presentation Software</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisites: CIS 110				
This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.				
<b>CIS 163</b>	<b>Program Interfaces Internet</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisites: CIS 110				
This course creates interactive multimedia applications and applets for the Internet using web-specific languages. Emphasis is placed on audio, video, graphic, and network resources and various file formats. Upon completion, students should be able create an interactive multimedia application or applet for the Internet.				
<b>CIS 165</b>	<b>Desktop Publishing I</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications.				
<b>CIS 169</b>	<b>Business Presentations</b>	<b>1</b>	<b>2</b>	<b>2</b>
Prerequisites: CIS 110				
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.				

**CIS 215            Hardware Installation/Maintenance            2    3    3**

Prerequisites: CIS 110 or CIS 115

This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.

**CIS 217            Computer Training & Support            2    2    3**

This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users.

**CIS 266            Multimedia Design            2    2    3**

Prerequisites: CIS 160 and CIS 162

This course prototypes a complete interactive multimedia project using an authoring package. Topics include mapping hyperlinks, advanced design concepts, appropriate evaluation techniques, and user/customer considerations. Upon completion, students should be able to present a complete prototyped project which will be used in advanced courses.

**CIS 268            Multimedia Project            2    2    3**

Prerequisites: CIS 266

This course provides an opportunity to complete a significant multimedia project with minimal instructor support. Emphasis is placed on written and verbal communication skills, documentation, presentation, and user training. Upon completion, students should be able to present an operational multimedia system which they have created.

**CIS 286            Systems Analysis & Design            3    0    3**

Prerequisites: CIS 115

This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.



**CIS 288      Systems Project****Lec Lab Credit****1    4    3**

Prerequisites: CIS 286

This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

*COMMUNICATIONS***COM 140      Intercultural Communication****3    0    3****Corequisite: ENG 090**

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. The intercultural topics discussed in this course are designed to serve as a basis for developing dyadic, small group and large group speaking topics.

**COM 231      Public Speaking****3    0    3****Corequisite: ENG 111**

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support.

*COMPUTER SCIENCE***CSC 133      C Programming****2    3    3**

This course introduces computer programming using the C programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays tables, pointers, and other related topics. Upon completion, students should be able to design, code, test, and debug C language programs.



**CSC 139      Visual BASIC Programming      2   3   3**

This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.

**CSC 143      Object-Oriented Programming      2   3   3**

This course introduces the concepts of object-oriented programming. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, test, debug, and implement objects at the application level using the appropriate environment.

**CSC 233      Advanced C      2   3   3**

Prerequisites: CSC 133

This course is a continuation of CSC 133 using C with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

**CSC 239      Advanced Visual BASIC      2   3   3**

Prerequisite: CSC 139

This course is a continuation of CSC 139 using Visual BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

*COOPERATIVE EDUCATION*

<b>COE 111</b>	<b>Co-op Work Experience</b>	<b>0</b>	<b>10</b>	<b>1</b>
<b>COE 113</b>	<b>Co-op Work Experience I</b>	<b>0</b>	<b>30</b>	<b>3</b>
<b>COE 121</b>	<b>Co-op Work Experience II</b>	<b>0</b>	<b>10</b>	<b>1</b>
<b>COE 122</b>	<b>Co-op Work Experience II</b>	<b>0</b>	<b>20</b>	<b>2</b>
<b>COE 131</b>	<b>Co-op Work Experience III</b>	<b>0</b>	<b>10</b>	<b>1</b>

This course provides work experience with a college-approved em-

<b>COE 115</b>	<b>Work Experience Seminar I</b>	<b>1</b>	<b>0</b>	<b>1</b>
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Corequisite: COE 111

<b>COE 125</b>	<b>Work Experience Seminar II</b>	<b>1</b>	<b>0</b>	<b>1</b>
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Corequisite: COE 121

<b>COE 135</b>	<b>Work Experience Seminar III</b>	<b>1</b>	<b>0</b>	<b>1</b>
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Corequisite: COE 131

This seminar is designed to discuss the student's work experience with the instructor and other students. Students will discuss highlights, issues, and problems associated with their cooperative work experience.

*CRIMINAL JUSTICE*

<b>CJC 111</b>	<b>Introduction to Criminal Justice</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Corequisites: ENG 111

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.

<b>CJC 112</b>	<b>Criminology</b>	<b>3</b>	<b>0</b>	<b>3</b>
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This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

<b>CJC 113</b>	<b>Juvenile Justice</b>	<b>3</b>	<b>0</b>	<b>3</b>
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This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function



and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

**CJC 131      Criminal Law      3   0   3**

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

**CJC 132      Court Procedure & Evidence      3   0   3**

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

**CJC 141      Corrections      3   0   3**

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

**CJC 151      Introduction to Loss Prevention      3   0   3**

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

**CJC 212      Ethics & Community Relations      3   0   3**

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply



This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

**CJC 293      Selected Topics in CJC****3    0    3**

Prerequisites: Enrollment in the program

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. The student will prepare a project designed to integrate the skill and knowledge developed in this curriculum.

*CULINARY TECHNOLOGY***CUL 110      Sanitation & Safety****2    0    2**

This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry.

**CUL 110A      Sanitation & Safety Lab****0    2    1**

Corequisite: CUL 110

This course is a laboratory to accompany CUL 110. Emphasis is placed on practical experiences that enhance the materials presented in CUL 110. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

**CUL 120      Purchasing****2    0.0    2**

This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and foodservice ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

**CUL 120A      Purchasing Lab****0    2    1**

Corequisite: CUL 120

This course is a laboratory to accompany CUL 120. Emphasis is placed on practical experiences that enhance the materials presented in CUL 120. Upon completion, students should be able to demonstrate practical applications of purchasing within in the hospitality industry.



**CUL 135      Food & Beverage Service      0   0   2**

This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

**CUL 135A      Food & Beverage Service Lab      0   2   1**

Corequisite: CUL 135

This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages.

**CUL 140      Basic Culinary Skills      2   6   5**

This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

**CUL 160      Baking I      1   4   3**

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

**CUL 220      Food Service for Special Operations      1   8   5**

This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast-food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion, students should be able to plan, organize, and prepare food service items for special operations.

**CUL 240      Advanced Culinary Skills      1   8   5**

Prerequisite: CUL 140

This course is a continuation of CUL 140. Emphasis is placed on meat fabrication and butchery; vegetable, starch, and protein cookery; com-



pound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

**CUL 260      Baking II      1   4   3**

Prerequisite: CUL 160

This course is a continuation of CUL 160. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, students should be able to demonstrate pastry preparation and plating, cake decorating, and show-piece production skills.

**HRM 110      Introduction to Hospitality      2   0   2**

This course covers the growth and progress of the hospitality industry. Topics include financing, hotels, restaurants, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the hospitality industry.

**OMT 227 Maintenance Practices      3   0   3**

This course introduces the methods of planning, organizing, and controlling maintenance. Topics include scheduling and supervision, development and use of reports, entrance and retrieval of data, and maintenance of inventory control systems. Upon completion, students should be able to demonstrate an understanding of maintenance practices and procedures.

*DANCE*

**DAN 140      Modern Dance I      0   4   2**

This course introduces the elementary elements of modern dance technique. Emphasis is placed on floor, barre, and center floor exercises. Upon completion, students should be able to exhibit a basic understanding and skill in performing elementary modern dance technique.

*DEVELOPMENTAL DISABILITIES*

**DDT 110      Developmental Disabilities      3   0   3**

This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon

completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.

**DDT 120      Teaching Developmental Disabled      3   0   3**

Prerequisites:    DDT 110

This course covers teaching modalities which enhance learning among people with developmental disabilities. Topics include assessment, support strategies, writing behavioral strategies, teaching methods, and documentation. Upon completion, students should be able to demonstrate competence in individual program plan development and implementation. *This course is a unique concentration requirement of the Developmental Disabilities concentration in the Human Services Technology program.*

**DDT 130      Residential Services      3   0   3**

Prerequisites:    DDT 120

This course presents the range of options available to developmentally disabled individuals in a variety of residential settings and specialized community facilities. Topics include adoptions, foster care, group or half-way homes, elder care, federal/state/local regulations, and licensing standards for operation of facilities. Upon completion, students should be able to identify the needs of developmentally disabled individuals and a full range of services to meet those needs. *This course is a unique concentration requirement of the Developmental Disabilities concentration in the Human Services Technology program.*

**DDT 210      DDT Health Issues      3   0   3**

Prerequisites:    DDT 110

This course introduces the health and medical aspects of assisting people with developmental disabilities. Topics include universal precautions, medication, wellness, nutrition, human sexuality, and accessing medical services. Upon completion, students should be able to identify and implement strategies to promote wellness and manage chronic health conditions. Upon completion, students should be able to identify and implement strategies for the maintenance, prevention, and treatment of predominant health conditions affecting the developmentally disabled. *This course is a unique concentration requirement of the Developmental Disabilities concentration in the Human Services Technology program.*

**DDT 220      Program Planning Process      3   0   3**

This course covers the individual program planning process used in services for people with developmental disabilities. Topics include



basic components and benefits of the process, the effect of values on outcomes, and group problem-solving methods. Upon completion, students should be able to demonstrate an understanding of effective group process in program planning and the individual roles of team members. *This course is a unique concentration requirement of the Developmental Disabilities concentration in the Human Services Technology program.*

## *DESIGN DRAFTING*

### **DDF 211      Design Drafting I      2    6    4**

Prerequisites: DFT 112

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

### **DDF 212      Design Drafting II      1    6    4**

Prerequisites: DDF 211

This course stresses the integration of various drafting and design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply drafting and design procedures to a design project of their choosing.

### **DDF 213      Design Drafting III      1    6    4**

Prerequisites: DDF 212

This course provides an opportunity to produce all the documentation needed to complete a project for the manufacture of a product. Topics include materials, manufacturing processes, analysis, production drawings, calculations, and specifications. Upon completion, students should be able to research and produce all information needed to complete a project for manufacture.

### **DDF 214      Tool Design      2    4    4**

Prerequisites: DDF 212

This course introduces the principles of tool design. Topics including gaging, die work, and cost analysis using available catalogs and studies using manufacturing processes. Upon completion, students should be able to use catalogs to identify vendors and prepare working drawings for tooling.



*DRAFTING***DFT 111      Technical Drafting I      2   6   4**

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

**DFT 112      Technical Drafting II      2   6   4**

Prerequisites: DFT 111

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

**DFT 151      CAD I      2   3   3**

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

**DFT 152      CAD II      2   3   3**

Prerequisites: DFT 151

This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.

**DFT 214      Descriptive Geometry      1   2   2**

Prerequisites: DFT 111

This course includes a graphic analysis of space problems. Topics include points, lines, planes, connectors, and combinations of these. Upon completion, students should be able to solve real world spatial problems using descriptive geometry techniques.

*DRAMA/THEATRE***DRA 122      Oral Interpretation      3   0   3**

This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature.

*EDUCATION***EDU 111      Early Childhood Credential I      2   0   2**

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

**EDU 112      Early Childhood Credential II      2   0   2**

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

**EDU 119      Early Childhood Education      3   2   4**

This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

**EDU 131      Child, Family, & Community      3   0   3**

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families



and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

**EDU 144      Child Development I      3   0   3**

This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

**EDU 145      Child Development II      3   0   3**

Prerequisites:    EDU 144

This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

**EDU 146      Child Guidance      3   0   3**

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

**EDU 153      Health, Safety, & Nutrition      3   0   3**

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.



**EDU 153A Health, Safety, & Nutrition Lab****0 2 1**

Corequisites: EDU 153

This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

**EDU 156 Community as Classroom****1 2 2**

This course provides an opportunity for off-campus learning opportunities. Emphasis is placed on field trips, effective communication with community agencies and speakers, and awareness of the natural environment and local cultural heritage. Upon completion, students should be able to conduct appropriate field trips and site visits and interact professionally with community resources and contacts.

**EDU 161 Introduction to the Exceptional Child 3 3 4**

This course covers exceptional children as learners within the context of the community, school, and family. Emphasis is placed on the legal, social, physical, political, and cultural issues relating to the analysis and teaching of exceptional children. Upon completion, students should be able to demonstrate knowledge of identification processes, mainstreaming techniques, and professional practices and attitudes.

**EDU 178 Facilities Organization & Planning 2 2 3**

This course is a study of the problems related to educational facilities planning, layout, and management. Emphasis is placed on applying basic principles to actual projects relating to specific occupational areas. Upon completion, students should be able to lay out an educational facility for an occupational area and develop a plan for the facilities use.

**EDU 188 Issues in Early Child Education 2 0 2**

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

**EDU 221 Children with Special Needs****3 0 3**

Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

**EDU 261 Early Childhood Administration I****2 0 2**

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

**EDU 262 Early Childhood Administration II****3 0 3**

Prerequisites: EDU 261

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

*ECONOMICS***ECO 151 Survey of Economics****3 0 3**

Corequisites: ENG 111

This course introduces basic concepts of micro and macro-economics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors.

**ECO 251 Principles of Microeconomics****3 0 3**

Co-requisite: ENG 111

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price



mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives.

**ECO 252      Principles of Macroeconomics      3   0   3**

Co-requisite: ENG 111

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.

### *ELECTRICITY*

**ELC 112      DC/AC Electricity      3   6   5**

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

**ELC 113      Basic Wiring I      2   6   4**

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

**ELC 114      Basic Wiring II      2   6   4**

Prerequisites: ELC 113

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring



devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

**ELC 115 Industrial Wiring****2 6 4**

Prerequisites: ELC 113

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

**ELC 117 Motors and Controls****2 6 4**

Prerequisites: ELC 112

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

**ELC 118 National Electrical Code****1 2 2**

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

**ELC 121 Electrical Estimating****1 2 2**

Prerequisites: ELC 113

This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

**ELC 126 Electrical Computations****2 2 3**

This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

**ELC 128 Introduction to PLC****2 3 3**

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation





**ELN 231      Industrial Controls****Lec   Lab   Credit****2      3      3**

Prerequisites: ELC 112

This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

**ELN 232      Introduction to Microprocessors      3      3      4**

Prerequisites: ELN 133

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

**ELN 275      Troubleshooting      1      2      2**

Corequisites: ELN 133

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

*ENGLISH***ENG 080      Writing Foundations      3      2      4**

Prerequisites: CPT placement score of 36-69 on English

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.



**ENG 085      Reading & Writing Foundations      5   0   5**

Prerequisites: CPT score of 60-69 on both the reading and English sections or placement by Developmental Instructor

Corequisite: ENG 085A

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. *This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.*

**ENG 085A      Reading & Writing Foundations Lab   0   2   1**

Prerequisites: CPT score of

Corequisites: ENG 085

This laboratory provides the opportunity to practice the skills introduced in ENG 085. Emphasis is placed on practical skills for applying analytical and critical reading skills to a variety of texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective paragraphs.

**ENG 090      Composition Strategies      3   0   3**

Prerequisites: ENG 080

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

**ENG 095      Reading & Composition Strategies   5   0   5**

Prerequisites: CPT placement score of 76-85 on English, ENG 080 and RED 080, or ENG 085

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing.

**ENG 101      Applied Communications I      3   0   3**

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon comple-

tion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.*

**ENG 111      Expository Writing      3    0    3**

Prerequisites: ENG 090 and RED 090; or ENG 095

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

**ENG 113      Literature-Based Research      3    0    3**

Prerequisites: ENG 111

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed **on critical reading and thinking and** the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works.

**ENG 233      Major American Writers      3    0    3**

Prerequisites: ENG 113

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits of these works. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.

**ENG 243      Major British Writers      3    0    3**

Prerequisites: ENG 113

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits of these works. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.

**ENG 251      Western World Literature I      3    0    3**

Prerequisites: ENG 113

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected



prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.

<b>ENG 271</b>	<b>Contemporary Literature</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisites: ENG 113

This course includes a study of contemporary literature. Emphasis is placed on literary and cultural trends of selected texts. Upon completion, students should be able to interpret, analyze, and respond to the literature.

<b>ENG 273</b>	<b>African-American Literature</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisites: ENG 113

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts.

## FOODSERVICE

**FST 100 Introduction to Foodservice Industry 1 0 1**

This course is designed to develop an understanding of the foodservice industry and its career paths. Emphasis is placed on employability skills and attitudes relating to career goals. Upon completion, students should be able to identify job opportunities, job requirements, and career paths in the foodservice industry. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

<b>FST 101</b>	<b>Introduction to Baking</b>	<b>1</b>	<b>4</b>	<b>3</b>
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This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Confection facilities.*

<b>FST 102</b>	<b>Basic Foodservice Skills</b>	<b>3 8 7</b>
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This course introduces the concepts, skills, and techniques for volume food production in an institutional setting. Emphasis is placed on development of skills in knife, tool, and equipment handling and applying principles of food preparation to produce varieties of food products. Upon completion, students should be able to demonstrate entry-level



skills in a quantity foodservice operation. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 103      Safety and Sanitation      2   2   3**

This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 104      Foodservice Equipment      1   2   2**

This course provides instruction in identification, effective use, and care of foodservice equipment. Emphasis is placed on operation, maintenance, and application of standard institutional equipment. Upon completion, students should be able to demonstrate safe and efficient use of standard institutional kitchen equipment. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 105      Menu Planning      4   2   5**

This course introduces the principles and functions of menu management for general and special populations. Emphasis is placed on building menus with regard to nutritional considerations and dietary needs. Upon completion, students should be able to develop and prepare menus to be used in a variety of dining settings. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 106      Advanced Foodservice Skills      2   6   5**

This course is designed to increase the student's level of proficiency in theory and application of foodservice skills in commercial kitchens. Emphasis is placed on the preparation and presentation of hot and cold foods. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 107      Advanced Baking****1   4   3**

This course provides advanced skills and techniques for preparing baked goods. Emphasis is placed on specialty breads, classical desserts, pastries, and decorative finishing. Upon completion, students should be able to produce and plate a variety of quality baked items. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**FST 108      Cost Control****2   2   3**

This course covers the control of primary costs in foodservice establishments. Topics include purchasing, receiving, storing, issuing, production, revenue, inventory control with emphasis on foodservice software. Upon completion, students should be able to apply the necessary knowledge and skills required to manage primary costs for a foodservice establishment. *This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.*

**GEOGRAPHY****GEO 111      World Regional Geography****3   0   3**

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships.

**GEO 130      General Physical Geography****3   0   3**

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact.



*GRAPHIC ARTS***GRA 151      Computer Graphics I      1    3    2**

This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool.

**GRA 152      Computer Graphics II      1    3    2**

Prerequisites: GRA 151

This course covers advanced design and layout concepts utilizing illustration, page layout, and imaging software in graphic arts. Emphasis is placed on enhancing and developing the skills that were introduced in GRA 151. Upon completion, students should be able to select and utilize appropriate software for design and layout solutions.

*GRAPHIC DESIGN***GRD 110      Typography I      2    2    3**

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

**GRD 113      History of Graphic Design      3    0    3**

This course covers the history of graphic design and visual communications. Topics include major trends, developments, influences, and directions. Upon completion, students should be able to understand, recognize, and analyze important historical and world-wide cultural influences found in today's marketing of ideas and products.

**GRD 117      Design Career Exploration      2    0    2**

This course covers opportunities in the graphic design field and employment requirements. Topics include evaluation of career choices, operations, structure of advertising and graphic design businesses, and related business issues. Upon completion, students should be able to demonstrate an understanding of the graphic design field and consider an appropriate personal direction of career specialization.



**GRD 121      Drawing Fundamentals I**

**1    3    2**

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

**GRD 122      Drawing Fundamentals II**

**1    3    2**

Prerequisites: GRD 121

This course is a continuation of GRD 121. Emphasis is placed on applying a unique style/approach to drawing from life situations and may include rendering human figures in action and repose. Upon completion, students should be able to show drawing competence and proficiency.

**GRD 131      Illustration I**

**1    3    2**

Prerequisites: GRD 121

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

**GRD 132      Illustration II**

**1    3    2**

Prerequisites: GRD 131

This course is a continuation of GRD 131. Topics include editorial, product, fashion, and advertising illustrations. Upon completion, students should be able to demonstrate increased proficiency in creating quality illustrations from conceptualization through finished artwork.

**GRD 133      Illustration III**

**1    3    2**

Prerequisites: GRD 132

This course is designed to strengthen visual techniques and conceptual approaches to illustration. Emphasis is placed on advanced rendering techniques, requirements, and limitations. Upon completion, students should be able to create comprehensive illustrations that meet client/printer requirements.

**GRD 141      Graphic Design I**

**2    4    4**

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon

**Prerequisites:** GRD 141

GRD 160	Photo Fundamentals I	1	4	3
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GRD 210	Airbrush I	1	2	2
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GRD 231	Marker Illustration	1	3	2
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**Prerequisites:** GRD 121

<b>GRD 232</b>	<b>Fashion Illustration</b>	<b>1</b>	<b>3</b>	<b>2</b>
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**Prerequisites:** GRD 131

GRD 233	Product Illustration	1	3	2
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Prerequisites: GRD 131 or GRA 152

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jects such as household, industrial, hardware, and sporting goods. Upon completion, students should be able to illustrate products using traditional line, continuous-tone, and digital media.

**GRD 241      Graphic Design III      2    4    4**

Prerequisites: GRD 142

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

**GRD 242      Graphic Design IV      2    4    4**

Prerequisites: GRD 241

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

**GRD 243      Graphic Design V      2    4    4**

Prerequisites: GRD 242

This course covers artist/client relationships in advanced design processes. Emphasis is placed on analyzing the limitations and potential of communication media and strategies. Upon completion, students should be able to show mastery of media in producing designs to client specifications.

**GRD 280      Portfolio Design      2    4    4**

Prerequisites: GRA 152

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

**GRD 281      Design of Advertising      2    0    2**

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design.



**GRD 282      Advertising Copywriting**

**1    2    2**

Prerequisites: ENG 111

This course covers copywriting for print, electronic, and broadcast advertising and promotion. Topics include advertising strategies, proposals, headlines, slogans, and text copy for various types of advertising. Upon completion, students should be able to write and articulate advertising proposals and understand the ethical and regulatory environment for advertising.

**GRD 285      Client/Media Relations**

**1    2    2**

Prerequisites: GRA 152

This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships.

*HEALTH*

**HEA 112      First Aid & CPR**

**1    2    2**

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.

*HISTORY*

**HIS 111      World Civilizations I**

**3    0    3**

Corequisites: ENG 111

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations.

**HIS 112      World Civilizations II**

**3    0    3**

Corequisites: ENG 111

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations.

		<i>Lec</i>	<i>Lab</i>	<i>Credit</i>
<b>HIS 131</b>	<b>American History I</b>	<b>3</b>	<b>0</b>	<b>3</b>

Corequisites: ENG 111

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history.

<b>HIS 132</b>	<b>American History II</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Corequisites: ENG 111

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War.

### *HEALTH INFORMATION TECHNOLOGY*

<b>HIT 110</b>	<b>Health Information Orientation</b>	<b>2</b>	<b>0</b>	<b>2</b>
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Prerequisite: Enrollment in the Health Information Technology program

This course introduces health information management and its role in health care delivery systems. Emphasis is placed on the role and responsibilities of health information professionals in a variety of settings. Upon completion, students should be able to demonstrate an understanding of health information management and health care organizations, professions, and trends.

<b>HIT 112</b>	<b>Health Law &amp; Ethics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite: Enrollment in the Health Information Technology program

This course covers the impact of legal issues on health information management and provides an overview of the judicial system and legislative process. Topics include confidentiality, release of information, record retention, authentication, informed consent, subpoenaed information, security of computerized health information, liability, and legislative trends. Upon completion, students should be able to respond appropriately to requests for health information.

<b>HIT 114</b>	<b>Record Systems/Standards</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite: Enrollment in the Health Information Technology program

This course covers basic concepts and techniques for managing and maintaining health record systems. Topics include health record content, qualitative analysis, format, record control, storage, retention,



forms design/control, indices and registers, and numbering and filing systems. Upon completion, students should be able to demonstrate an understanding of health record systems, including their maintenance and control.

<b>HIT 122</b>	<b>Directed Practice I</b>	<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite: Enrollment in the Health Information Technology program

This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

<b>HIT 210</b>	<b>Health Care Statistics</b>	<b>3</b>	<b>2</b>	<b>4</b>
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**Prerequisite:** MAT 110

This course covers maintenance, compilation, analysis, and presentation of health care statistics. Topics include basic statistical principles, morbidity and mortality, commonly computed hospital rates, uniform reporting requirements, and selection and construction of data displays. Upon completion, students should be able to calculate morbidity, mortality, and commonly computed hospital rates; comply with inform reporting requirements; and analyze/present statistical data.

<b>HIT 212</b>	<b>Coding/Classification I</b>	<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite: Enrollment in Health Information Technology program

This course is the first of a two-course sequence which provides a foundation in coding and classification systems in a variety of health care settings. Emphasis is placed on ICD-9-CM coding conventions, rules, methodology and sequencing, data sets, documentation requirements, information indexing and retrieval, quality control, and coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM.

<b>HIT 214</b>	<b>Coding/Classification II</b>	<b>3</b>	<b>3</b>	<b>4</b>
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**Prerequisite:** HIT 212

This course is the second of a two-course sequence which continues the study of coding and classification systems in a variety of health care settings. Topics include classification and coding systems emphasizing ICD-9-CM, HCPCS/CPT-4, reimbursement/billing systems, encoders/groupers, case mix management, and coding's relationship in to managed care. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM and HCPCS/CPT-4 codes and apply systems to optimize reimbursement.



		<i>Lec</i>	<i>Lab</i>	<i>Credit</i>
<b>HIT 216</b>	<b>Quality Management</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisite: Enrollment in Health Information Technology program				
This course introduces principles of quality improvement, utilization management, and risk management in health care. Topics include the continuous quality improvement philosophy, including tools, data analysis/application, and related committee functions; utilization management and risk management; and credentialing, accreditation and regulation. Upon completion, students should be able to apply performance improvement techniques, analyze/display data, apply level of care criteria, and participate in risk management activities.				
<b>HIT 218</b>	<b>Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course covers management and supervision principles as applied to health care settings. Emphasis is placed on problem-solving and communication skills related to planning, organization, directing, controlling, and budgeting. Upon completion, students should be able to apply management and supervision principles to health care settings.				
<b>HIT 220</b>	<b>Computers in Health Care</b>	<b>1</b>	<b>2</b>	<b>2</b>
Prerequisite: CIS 110				
This course covers basic computer system architecture, file structure, and design for health care settings. Topics include system analysis, design, security, and selection for a variety of hardware environments. Upon completion, students should be able to design, implement, evaluate, and maintain automated information systems in health care.				
<b>HIT 222</b>	<b>Directed Practice III</b>	<b>0</b>	<b>6</b>	<b>2</b>
Prerequisite: Enrollment in the Health Information Technology program				
This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.				
<b>HIT 226</b>	<b>Principles of Disease</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite: BIO 166 or BIO 169				
This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.				

		<b>Lec</b>	<b>Lab</b>	<b>Credit</b>
<b>HIT 280</b>	<b>Professional Issues</b>	<b>2</b>	<b>0</b>	<b>2</b>

Prerequisite: HIT 212  
 Corequisite: HIT 214

This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains, tasks, and subtasks for health information technologies.

<b>HIT 293</b>	<b>Selected Topics in HIT</b>	<b>1</b>	<b>6</b>	<b>3</b>
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Prerequisite: Enrollment in the HIT program

This course provides an opportunity to explore areas of current interest. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Students will prepare a project, perform a survey with analysis, and perform shadowing to integrate the skill and knowledge developed in the Health Information Technology curriculum.

### *HUMAN SERVICES*

<b>HSE 110</b>	<b>Introduction to Human Services</b>	<b>2</b>	<b>2</b>	<b>3</b>
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This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

<b>HSE 112</b>	<b>Group Process I</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite: Enrollment in the HSE program

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

<b>HSE 123</b>	<b>Interviewing Techniques</b>	<b>2</b>	<b>2</b>	<b>3</b>
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This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of per-



sonal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

**HSE 125      Counseling****2    2    3**

Prerequisites: PSY 150

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

**HSE 160      HSE Clinical Supervision I****1    0    1**

Corequisite: HSE 163

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

**HSE 163      HSE Clinical Experience I****0    9    3**

Prerequisite: Successful completion of 12 SHC in the HSE program

Corequisite: HSE 160

This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

**HSE 210      Human Services Issues****2    0    2**

Prerequisite: Successful completion of 12 SHC in the HSE program

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

**HSE 220      Case Management****2    2    3**

Prerequisite: HSE 110

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assess-



ment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

**HSE 225      Crisis Intervention      3   0   3**

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

**HSE 227      Children & Adolescents in Crisis      3   0   3**

This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

**HSE 240      Issues in Client Services      3   0   3**

This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

**HSE 245      Stress Management      2   2   3**

This course covers stressors and techniques for stress management. Topics include anger, assertiveness, breathing, change, coping skills, family, time management, meditation, guided imagery, and journaling. Upon completion, students should be able to identify areas of stress and the skills and management techniques for dealing with stressors.

**HSE 251      Activities Therapy      2   2   3**

This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art, and recreational therapy. Upon completion, students should be able to define, plan, and adapt recreational activities for selected groups and individuals.

		<i>Lec</i>	<i>Lab</i>	<i>Credit</i>
<b>HSE 255</b>	<b>Health Problems &amp; Prevention</b>	<b>2</b>	<b>2</b>	<b>3</b>

This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.

<b>HSE 260</b>	<b>HSE Clinical Supervision II</b>	<b>1</b>	<b>0</b>	<b>1</b>
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Prerequisites: Successful completion of 12 SHC in the HSE program

Corequisites: HSE 264

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

<b>HSE 264</b>	<b>HSE Clinical Experience II</b>	<b>0</b>	<b>12</b>	<b>4</b>
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Prerequisite: Successful completion of 12 SHC in the HSE program

Corequisite: HSE 260

This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

## *HYDRAULICS*

<b>HYD 110</b>	<b>Hydraulics/Pneumatics I</b>	<b>2</b>	<b>3</b>	<b>3</b>
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This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

## *INDUSTRIAL SCIENCE*

<b>ISC 111</b>	<b>Quality Control</b>	<b>2</b>	<b>0</b>	<b>2</b>
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This course provides training in inspection and gaging methods. Topics include special gage design, production gaging, and statistical process



control concepts. Upon completion, students should be able to design and use custom gaging and apply statistical process control concepts.

**ISC 112      Industrial Safety      2   0   2**

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment.

**ISC 132      Manufacturing Quality Control      2   3   3**

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

**ISC 133      Manufacturing Management Practices      2   0   2**

This course covers successful industrial organizations and management practices for improving quality and productivity. Topics include self-managed work teams, problem-solving skills, and production management techniques. Upon completion, students should be able to demonstrate an understanding of day-to-day plant operations, team management processes, and the principles of group dynamics.

**ISC 135      Principles of Industrial Management      3   0   3**

This course covers the managerial principles and practices required for organizations to succeed in modern industry. Topics include the functions and roles of all levels of management, organization design, and planning and control of manufacturing operations. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

**ISC 136      Productivity Analysis I      2   3   3**

This course covers modern methods of improving productivity. Topics include traditional motion economy, methods analysis, time standards, process analysis, cycle time management, and human factors/ergonomics. Upon completion, students should be able to demonstrate an understanding of productivity concepts and apply productivity improvement techniques to work situations.



**ISC 140      Material & Capacity Plan****3   0   3**

This course covers materials requirements planning (MRP) and capacity requirements planning (CRP). Emphasis is placed on measuring the amount of work scheduled and determining the human, physical, and material resources necessary. Upon completion, students should be able to demonstrate an understanding of material and capacity requirements planning and be prepared for the APICS CPIM examination.

**ISC 141      Prod Activity Control****3   0   3**

This course covers a broad base of production operations in a wide variety of production environments. Emphasis is placed on the principles, approaches, and techniques needed to schedule, control, measure, and evaluate the effectiveness of production operations. Upon completion, students should be able to demonstrate an understanding of production activity control and be prepared for the APICS CPIM examination.

**ISC 142      Inventory Management****3   0   3**

Corequisite:    ISC 140

This course covers the principles, concepts, and techniques of managing inventory. Emphasis is placed on determining what to order, quantities to order, when items are needed, when to order, and how and where to store. Upon completion, students should be able to demonstrate an understanding of the process of inventory management and be prepared for the APICS CPIM examination.

**ISC 170      Problem-Solving Skills****3   0   3**

This course covers basic concepts of interpersonal and problem-solving skills. Topics include leadership development, constructive feedback, building relationships, and winning support from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.

**ISC 233      Industrial Organization & Management****3   0   3**

Prerequisite:    ISC 133 or ISC 128

This course covers advanced organization and management philosophies for organization improvement. Emphasis is placed on understanding comprehensive organization improvement concepts such as reengineering, MBQA, ISO 9000, and teams. Upon completion, students should be able to demonstrate an understanding of organizations and assess their strengths and weaknesses.

**ISC 293      Selected Topics in Industrial Management      3   0   3**

Prerequisite: Enrollment in the Industrial Management program

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

*JOURNALISM***JOU 110      Introduction to Journalism      3   0   3**

This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles.

*MACHINING***MAC 111      Machining Technology I      2   12   6**

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

**MAC 112      Machining Technology II      2   12   6**

Prerequisite: MAC 111

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

**MAC 113      Machining Technology III      2   12   6**

Prerequisite: MAC 112

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.



**MAC 121 Introduction to CNC****2 0 2**

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

**MAC 122 CNC Turning****1 3 2**

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

**MAC 124 CNC Milling****1 3 2**

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

**MAC 151 Machining Calculations****1 2 2**

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

**MAC 152 Advanced Machining Calculations****1 2 2**

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

**MAC 214 Machining Technology IV****2 12 6**

Prerequisite: MAC 112

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.



**MAC 229      CNC Programming****2   0   2**

Prerequisite: MAC 121, MAC 122, MAC 124, or MAC 226

This course provides concentrated study in advanced programming techniques for working with modern CNC machine tools. Topics include custom macros and subroutines, canned cycles, and automatic machining cycles currently employed by the machine tool industry. Upon completion, students should be able to program advanced CNC functions while conserving machine memory.

**MAC 231      CNC Graphics Programming: Turning      1   4   3**

Prerequisite: MAC 121

This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

**MAC 232      CNC Graphics Prog: Milling      1   4   3**

Prerequisite: MAC 121

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

**MAC 248      Production Procedures      1   2   2**

This course covers product planning and control and scheduling and routing of operations. Topics include cost-effective production methods, dimensional and statistical quality control, and the tooling and machines required for production. Upon completion, students should be able to plan, set up, and produce cost-effective quality machined parts.

*MASONRY***MAS 110      Masonry I      4   18   10**

This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students

should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.

**MAS 120      Masonry II      4    18   10**

This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes.

**MAS 130      Masonry III      6    6    8**

This course provides fundamentals and skills used in masonry construction. Emphasis is placed on building chimneys, fireplaces, columns, concrete masonry, and arches; using materials economically; satisfying needs and expectations; and proper work ethics. Upon completion, students should be able to build structures covered in the course, demonstrate increased speed and accuracy, and make smooth transitions between construction stages.

### *MATHEMATICS*

**MAT 050      Basic Math Skills      3    2    4**

Prerequisite: CPT placement score of 31-50 in mathematics

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

**MAT 060      Essential Mathematics      3    2    4**

Prerequisite: MAT 050

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.



		<i>Lec</i>	<i>Lab</i>	<i>Credit</i>
<b>MAT 070</b>	<b>Introductory Algebra</b>	<b>3</b>	<b>2</b>	<b>4</b>
Prerequisite: MAT 060				
Corequisite: RED 080				
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.				
<b>MAT 080</b>	<b>Intermediate Algebra</b>	<b>3</b>	<b>2</b>	<b>4</b>
Prerequisite: MAT 070				
Corequisite: RED 080				
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.				
<b>MAT 090</b>	<b>Accelerated Algebra</b>	<b>3</b>	<b>2</b>	<b>4</b>
Prerequisite: CPT placement score of 45 on the algebra section or MAT 060				
Corequisite: RED 080 or ENG 085				
This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.				
<b>MAT 101</b>	<b>Applied Mathematics I</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisite: MAT 060				
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.				
<b>MAT 110</b>	<b>Mathematical Measurement</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisite: MAT 070				
This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems.				



Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

**MAT 140      Survey of Mathematics      3   0   3**

Prerequisite: MAT 070

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. Additional topics in this course include an introduction to plane trigonometry and Boolean algebra. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 140A      Survey of Mathematics Lab      0   2   1**

Prerequisite: MAT 070

Corequisite: MAT 140

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 145      Analytical Math      3   0   3**

Prerequisite: MAT 080

This course is designed to develop problem-solving and reasoning skills by the study of selected areas of mathematics. Topics include elementary and Boolean algebra, sets, logic, number theory, numeration systems, probability, statistics, and linear programming. Upon completion, students should be able to apply logic and other mathematical concepts.

**MAT 145A      Analytical Math Lab      0   2   1**

Prerequisite: MAT 080

Corequisite: MAT 145

This course is a laboratory for MAT 145. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 151      Statistics I****3    0    3**

Prerequisite: MAT 080

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data.

**MAT 151A      Statistics I Lab****0    2    1**

Prerequisite: MAT 080

Corequisite: MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 161      College Algebra****3    0    3**

Prerequisite: MAT 080

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomials, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction.

**MAT 161A      College Algebra Lab****0    2    1**

Prerequisite: MAT 080

Corequisite: MAT 161

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 171      Precalculus Algebra****3    0    3**

Prerequisite: MAT 080

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions.



**MAT 171A Precalculus Algebra Lab****0 2 1**

Prerequisite: MAT 080

Corequisite: MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 172 Precalculus Trigonometry****3 0 3**

Prerequisite: MAT 171

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.

**MAT 172A Precalculus Trigonometry Lab****0 2 1**

Prerequisite: MAT 171

Corequisite: MAT 172

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 175 Precalculus****4 0 4**

Prerequisites: High School Algebra III/Trigonometry

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry.

Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.

**MAT 175A Precalculus Lab****0 2 1**

Prerequisites: High School Algebra III/Trigonometry

Corequisite: MAT 175

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.



**MAT 271      Calculus I**

**3    2    4**

Prerequisite: MAT 172 or MAT 175

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions.

**MAT 271A      Calculus I Lab**

**0    2    1**

Prerequisites: MAT 171 and MAT 172 or MAT 175

Corequisite: MAT 271

This course is a laboratory for MAT 271. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 272      Calculus II**

**3    2    4**

Prerequisite: MAT 271

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems.

**MAT 272A      Calculus II Lab**

**0    2    1**

Prerequisite: MAT 271

Corequisite: MAT 272

This course is a laboratory for MAT 272. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

**MAT 273      Calculus III**

**3    2    4**

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables.

		<i>Lec</i>	<i>Lab</i>	<i>Credit</i>
<b>MAT 252A</b>	<b>Calculus III Lab</b>	<b>0</b>	<b>2</b>	<b>1</b>

Prerequisite: MAT 272  
 Corequisite: MAT 273

This course is a laboratory for MAT 273. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

<b>MAT 280</b>	<b>Linear Algebra</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite: MAT 271

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems.

### *MECHANICAL*

<b>MEC 130</b>	<b>Mechanisms</b>	<b>2</b>	<b>3</b>	<b>3</b>
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This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices used to transmit or control signals. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

<b>MEC 142</b>	<b>Physical Metallurgy</b>	<b>1</b>	<b>2</b>	<b>2</b>
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This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

<b>MEC 145</b>	<b>Manufacturing Materials I</b>	<b>2</b>	<b>3</b>	<b>3</b>
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This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.



**MEC 242      Manufacturing Procedures: APICS CIRM      3   0   3**

This course examines the methods companies use in process design, production, and facilities management for an integrated management system. Emphasis is placed on three different but interrelated sub-systems: industrial facilities management, process design and development, and manufacturing. Upon completion, students should be able to demonstrate an understanding of manufacturing processes and be prepared for the APICS CIRM examination.

**MEC 250      Statics & Strength of Materials      4   3   5**

Prerequisite: PHY 151

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

*MEDICAL ASSISTING***MED 110      Orientation to Medical Assisting      1   0   1**

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

**MED 112      Orientation to Clinical Setting I      0   3   1**

Prerequisite: Enrollment in Medical Assisting program.

This course provides an early opportunity to observe the medical setting. Emphasis is placed on medical assisting procedures including appointment scheduling, filing, greeting patient, telephone techniques, billing, collections, medical records, and related medical procedures. Upon completion, students should be able to identify administrative and clinical procedures in the medical environment. Medical asepsis such as hand washing and donning sterile gloves will be introduced.

**MED 114      Professional Interaction in Health Care      1   0   1**

Prerequisites: Enrollment in the Medical Assisting program

This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.



**MED 118 Medical Law and Ethics****2 0 2**

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

**MED 121 Medical Terminology I****3 0 3**

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 Medical Terminology II****3 0 3**

Prerequisite: MED 121

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 130 Administrative Office Procedures I 1 2 2**

Prerequisite: Enrollment in the Medical Assisting program

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

**MED 131 Administrative Office Procedures II 1 2 2**

This course is the second in a series and provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

**MED 134 Medical Transcription****2 2 3**

Prerequisite: MED 121

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

**MED 140 Examination Room Procedures I 3 4 5**

Prerequisite: Enrollment in the Medical Assisting program

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

**MED 150 Laboratory Procedures I 3 4 5**

Prerequisites: Enrollment in the Medical Assisting program

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

**MED 232 Medical Insurance Coding 1 3 2**

This course is designed to build upon the coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

**MED 260 MED Clinical Externship 0 15 5**

Prerequisites: Enrollment in the Medical Assisting program and MED 131, MED 140, and MED 150

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.



**MED 262 Clinical Perspectives****1 0 1**

Prerequisite: Enrollment in the Medical Assisting program

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

**MED 264 Medical Assisting Overview****2 0 2**

Prerequisite: Enrollment in the Medical Assisting program

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

**MED 270 Symptomatology****2 2 3**

Prerequisites: Enrollment in the Medical Assisting program and MED 131, MED 140, and MED 150

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

**MED 272 Drug Therapy****3 0 3**

Prerequisites: Enrollment in the Medical Assisting program and MED 140

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

**MED 276 Patient Education****1 2 2**

Prerequisites: Enrollment in the Medical Assisting program

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on



<b>MKT 120</b>	<b>Principles of Marketing</b>	<b>3</b>	<b>0</b>	<b>3</b>
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<b>MUS 110</b>	<b>Music Appreciation</b>	<b>3</b>	<b>0</b>	<b>3</b>
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<b>MUS 111</b>	<b>Fundamentals of Music</b>	<b>3</b>	<b>0</b>	<b>3</b>
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<b>MUS 112</b>	<b>Introduction to Jazz</b>	<b>3</b>	<b>0</b>	<b>3</b>
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269

**MUS 114      Non-Western Music**

**Lec Lab Credit**

**3 0 3**

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**MUS 213      Opera and Musical Theatre**

**3 0 3**

This course covers the origins and development of opera and musical theatre from the works of Claudio Monteverdi to the present. Emphasis is placed on how the structure and components of opera and musicals effect dramaturgy through listening examples and analysis. Upon completion, students should be able to demonstrate analytical and listening skills in understanding both opera and the musical. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

*NURSING ASSISTANT*

**NAS 101      Nursing Assistant I**

**3 5 5**

Prerequisite: High school diploma or GED

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry.

**NAS 102      Nursing Assistant II**

**3 8 6**

Prerequisites: High school diploma or GED and currently listed as NA I with State of North Carolina

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing.



**NAS 103      Home Health Care****Lec   Lab   Credit****2    0    2**

Prerequisite: High school diploma or GED

This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home.

**NAS 106      Geriatrics****2    3    3**

Prerequisite: High school diploma or GED

Corequisite: NAS 101

This course is designed to cover health issues that affect the aging client. Emphasis is placed on social, physical, and psychological problems experienced by elderly people.

***NETWORKING TECHNOLOGY*****NET 110      Data Communication/Networking      2    2    3**

This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

**NET 260      Internet Development & Support      3    0    3**

Prerequisite: NET 110

This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

**NET 293      Special Topics - Internet      3    0    3**

Prerequisite: Enrollment in the CIS program

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. The student will prepare a project designed to integrate the skill and knowledge developed in this curriculum.



## NURSING

**NUR 101      Practical Nursing I      7    12   11**

Prerequisite: Enrollment in the Practical Nursing program

Corequisites: NUR 118, BIO 106, PSY 110

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span..

**NUR 102      Practical Nursing II      8    12   12**

Prerequisites: NUR 101, NUR 118, BIO 106, PSY 110

Corequisites: NUR 103A, NUR 117, ENG 111

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

**NUR 103      Practical Nursing III      6    12   10**

Prerequisites: NUR 101, NUR 118, BIO 106, PSY 110

Corequisites: NUR 102, NUR 117, ENG 111

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

**NUR 107      LPN Refresher      9    9   12**

This refresher course is designed to provide an independent didactic review for the previously licensed Practical Nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure.

**NUR 117      Pharmacology****Lec   Lab   Credit****1      3      2**

Prerequisites: NUR 101, NUR 118, BIO 106, PSY 110

Corequisites: NUR 102, NUR 103A, ENG 111

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.

**NUR 118      Nutrition/Diet Therapy****2      0      2**

Corequisites: NUR 101, BIO 106, PSY 110

This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.

***OPERATIONS MANAGEMENT*****OMT 160      Ethical Issues in Op Mgmt****3      0      3**

This course focuses on a wide variety of ethical issues in operations management. Emphasis is placed on distinguishing between legal and illegal actions as well as ethical and nonethical actions. Upon completion, students should be able to demonstrate critical thinking skills to evaluate ethical situations.

**OMT 227      Maintenance Practices****3      0      3**

This course introduces the methods of planning, organizing, and controlling maintenance. Topics include scheduling and supervision, development and use of reports, entrance and retrieval of data, and maintenance of inventory control systems. Upon completion, students should be able to demonstrate an understanding of maintenance practices and procedures.

**OMT 245      Master Planning****3      0      3**

Prerequisites: ISC 140

This course includes demand management, production planning, master production scheduling, and final assembly scheduling. Topics include forecasting, budgeting, aggregate output level, and order entry. Upon completion, students should be able to demonstrate an understanding of master planning and be prepared for the APICS CPIM examination.



*OFFICE SYSTEMS TECHNOLOGY***OST 131      Keyboarding      1    2    2**

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

**OST 132      Keyboarding Skill Building      1    2    2**

This course provides accuracy and speed building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

**OST 134      Text Entry & Formatting      3    2    4**

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

**OST 136      Word Processing      1    2    2**

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

**OST 148      Medical Coding Billing & Insurance      3    0    3**

Prerequisite: MED 121

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

**OST 149      Medical Legal Issues      2    0    2**

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.



**OST 155      Legal Terminology****3   0   3**

This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and demonstrate an understanding of the use of these legal terms.

**OST 156      Legal Office Procedures****2   2   3**

Prerequisite: OST 134

This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties.

**OST 164      Text Editing Applications****3   0   3**

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

**OST 184      Records Management****1   2   2**

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

**OST 201      Medical Transcription I****3   2   4**

Prerequisites: OST 136 and OST 164

Corequisites: MED 122 or OST 142 and OST 136

This course introduces dictating equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, dictionaries, PDRs, and other reference materials. Upon completion, students should be able to efficiently operate dictating equipment and to accurately transcribe a variety of medical documents in a specified time.

**OST 202      Medical Transcription II****3   2   4**

Prerequisite: OST 201

This course provides additional practice in transcribing documents from various medical specialties. Emphasis is placed on increasing tran-

scription speed and accuracy and understanding medical procedures and terminology. Upon completion, students should be able to accurately transcribe a variety of medical documents in a specified time.

**OST 223      Machine Transcription I      1    2    2**

Prerequisites: OST 134, OST 136, and OST 164

This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

**OST 224      Machine Transcription II      1    2    2**

Prerequisite: OST 223

This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.

**OST 236      Advanced Word/Information Proc    2    2    3**

Prerequisite: OST 136

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

**OST 241      Medical Office Transcription I      1    2    2**

Prerequisite: MED 121

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties

**OST 242      Medical Office Transcription II      1    2    2**

Prerequisite: OST 241

This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.



**OST 243 Medical Office Simulation****2 2 3**

Prerequisites: OST 131 and OST 148

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

**OST 251 Legal Document Formatting****2 2 3**

Prerequisites: OST 134 and OST 155

This course is designed to provide experience in the preparation of various types of legal forms and documents. Emphasis is placed on formatting and keying legal forms, documents, and correspondence. Upon completion, students should be able to produce these documents with accuracy and speed.

**OST 252 Legal Transcription I****1 2 2**

Prerequisites: OST 155 and OST 251

This course provides experience in using the transcriber to produce legal correspondence, forms, and documents with mailable accuracy from recorded tapes. Emphasis is placed on operating the transcriber, developing listening skills to translate the audio into hard copy, and producing mailable documents. Upon completion, students should be able to transcribe legal forms and documents with reasonable accuracy.

**OST 253 Legal Transcription II****1 2 2**

Prerequisite: OST 252

This course is designed to improve transcription skills to produce more complex legal correspondence, forms, and documents with mailable accuracy from recorded tapes. Emphasis is placed on developing speed and accuracy in the production of correspondence, documents, and forms. Upon completion, students should be able to transcribe legal forms and documents with greater accuracy and speed.

**OST 289 Office Systems Management****2 2 3**

Prerequisites: OST 134, OST 136, and OST 164

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.



*PHYSICAL EDUCATION***PED 110      Fit and Well for Life      1   2   2**

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

**PED 120      Walking for Fitness      0   3   1**

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program.

**PED 142      Lifetime Sports      0   2   1**

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities.

**PED 171      Nature Hiking      0   2   1**

Prerequisites: Corequisites: None This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes.

**PED 187      Social Dance-Beginning      0   2   1**

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances.

*PHILOSOPHY***PHI 240      Introduction to Ethics      3   0   3**

Prerequisites: ENG 111

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism,

<b>PHY 110</b>	<b>Conceptual Physics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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PHY 110A	Conceptual Physics Lab	0	2	1
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This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110.

<b>PHY 121</b>	<b>Applied Physics I</b>	<b>3</b>	<b>2</b>	<b>4</b>
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This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

<b>PHY 151</b>	<b>College Physics I</b>	<b>3</b>	<b>2</b>	<b>4</b>
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This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.



**PHY 152 College Physics II****3 2 4**

Prerequisite: PHY 151

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

**PHY 251 General Physics I****4 3 5**

Prerequisite: MAT 271

Corequisite: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

**PHY 252 General Physics II****3 3 4**

Prerequisites: MAT 272 and PHY 251

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

*POLITICAL SCIENCE***POL 120 American Government****3 0 3**

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.



*PSYCHOLOGY***MHA 238 Psychopathology****3 0 3**

Prerequisite: PSY 281

This course examines the development and use of DSM/ICD in the mental health setting to establish a common language. Emphasis is placed on history, terminology, and assessment practices associated with the DSMIV/ICD in the treatment of psychological disorders. Upon completion, students should be able to explain the core vocabulary of treatment approaches and their applications.

**PSY 102 Human Relations****2 0 2**

This course covers the skills necessary to handle human relationships effectively. Topics include self-understanding, interpersonal communication, group dynamics, leadership skills, diversity, time and stress management, and conflict resolution with emphasis on work relationships. Upon completion, students should be able to demonstrate improved personal and interpersonal effectiveness.

**PSY 110 Life Span Development****3 0 3**

This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

**PSY 150 General Psychology****3 0 3**

Corequisite: ENG 111

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.

**PSY 241 Developmental Psychology****3 0 3**

Prerequisite: PSY 150

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span.

**PSY 255 Introduction to Exceptionality****3 0 3**

Prerequisite: PSY 150

This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.

**PSY 265 Behavioral Modification****3 0 3**

Prerequisite: PSY 150

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

**PSY 281 Abnormal Psychology****3 0 3**

Prerequisite: PSY 150

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques.

*READING***RED 080 Introduction to College Reading****3 2 4**

Prerequisite: CPT placement score of 31-69 in reading

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context

**RED 090 Improved College Reading****3 2 4**

Prerequisite: RED 080

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning;



This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America.

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.



*SOCIOLOGY***SOC 210      Introduction to Sociology      3    0    3**

Corequisite: ENG 111

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies.

**SOC 215      Group Processes      3    0    3**

This course introduces group processes and dynamics. Emphasis is placed on small group experiences, roles and relationships within groups, communication, cooperation and conflict resolution, and managing diversity within and among groups. Upon completion, students should be able to demonstrate the knowledge and skills essential to analyze group interaction and to work effectively in a group context.

**SOC 220      Social Problems      3    0    3**

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems.

**SOC 232      Social Context of Aging      3    0    3**

This course provides an overview of the social implications of the aging process. Emphasis is placed on the roles of older adults within families, work and economics, politics, religion, education, and health care. Upon completion, students should be able to identify and analyze changing perceptions, diverse lifestyles, and social and cultural realities of older adults.

*SPANISH***SPA 110      Introduction to Spanish      2    0    2**

This course provides an introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish.

<b>SPA 112</b>	<b>Elementary Spanish II</b>	<b>3</b>	<b>0</b>	<b>3</b>
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<b>SPA 120</b>	<b>Spanish for the Workplace</b>	<b>3</b>	<b>0</b>	<b>3</b>
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## SURGICAL TECHNOLOGY

**SUR 110 Introduction to Surgical Technology 3 0 3**

<b>SUR 111</b>	<b>Perioperative Patient Care</b>	<b>5</b>	<b>6</b>	<b>7</b>
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clude surgical asepsis, sterilization/disinfection, and perioperative patient care . Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills.

**SUR 122      Surgical Procedures I      5   3   6**

Prerequisites: SUR 110 and SUR 111

Corequisite : SUR 123

This course introduces a comprehensive study of surgical procedures in the following specialties: general, gastrointestinal, obstetrical/gynecology, urology, otorhinolaryngology, and plastics/reconstructive. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.

**SUR 123      Surgical Technology Clinical Practice I   0   21   7**

Prerequisites: SUR 110 and SUR 111

Corequisite : SUR 122

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

**SUR 134      Surgical Procedures II      5   0   5**

Prerequisite: SUR 123

This course introduces orthopedic, neurosurgical, peripheral vascular, thoracic, cardiovascular, and ophthalmology surgical specialties. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics.

**SUR 135      Surgical Technology Clinical Practice II   0   12   4**

Prerequisite: SUR 123

Corequisites : SUR 134 and SUR 137

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient



care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

**SUR 137      Professional Success Preparation      1   0   1**

Prerequisite: SUR 123

Corequisites : SUR 134 and SUR 135

This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, and interviewing techniques. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

### *SOCIAL WORK*

**SWK 110      Introduction to Social Work      3   0   3**

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

**SWK 113      Working with Diversity      3   0   3**

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

**SWK 115      Community Resources      2   2   3**

Prerequisite: SWK 110

This course introduces community resources essential to social work practice. Emphasis is placed on awareness of and interaction with community service personnel. Upon completion, students should be able to identify resources and assess critical community needs.

**SWK 214      Social Work Law****3    0    3**

Prerequisite: SWK 110

This course introduces the major provisions of social services law, current trends, legislative developments, and court procedures. Emphasis is placed on the interpretation of the laws and court decisions related to various social services populations. Upon completion, students should be able to interpret these laws and their implications for social services practice.

**SWK 220      SWK Issues in Client Services****3    0    3**

This course introduces the professional standards, values, and issues in social services. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to social work and apply various decision-making models to current issues.

*WELDING***WLD 110      Cutting Processes****1    3    2**

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

**WLD 115      SMAW (Stick) Plate****2    9    5**

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

**WLD 121      GMAW (MIG) FCAW/Plate****2    6    4**

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.



		<i>Lec</i>	<i>Lab</i>	<i>Credit</i>
<b>WLD 122</b>	<b>GMAW (MIG) Plate/Pipe</b>	<b>1</b>	<b>6</b>	<b>3</b>
Prerequisite: WLD 121				
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.				
<b>WLD 131</b>	<b>GTAW (TIG) Plate</b>	<b>2</b>	<b>6</b>	<b>4</b>
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.				
<b>WLD 132</b>	<b>GTAW (TIG) Plate/Pipe</b>	<b>1</b>	<b>6</b>	<b>3</b>
Prerequisite: WLD 131				
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.				
<b>WLD 141</b>	<b>Symbols &amp; Specifications</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.				
<b>WLD 262</b>	<b>Inspection &amp; Testing</b>	<b>2</b>	<b>2</b>	<b>3</b>
This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.				



# *Notes*

# *General Information*

*anson  
community  
college*

## *The College Mission Statement*

The mission of Anson Community College is to provide accessible, affordable, high-quality education, keeping the learner's needs at the center of decision-making and supporting economic development in partnership with its dynamic and diverse community.

Anson Community College provides leadership for

### **Workforce Development** by

- Assessing and addressing employers' current and future needs

### **Learning** by

- Creating student-centered learning opportunities for college transfer, career preparation, continuing education, and basic skills
- Nurturing an environment that values the individual and encourages excellence from students, faculty, and staff

### **Community Development** by

- Stimulating economic development and enhancing the quality of life

### **Quality** by

- Providing excellent customer service by focusing on process improvement and staff development

## *Excellence Statement*

Anson Community College strives to provide quality instruction consistent with the highest educational standards. We endeavor to deliver precise, prompt, and courteous assistance to our students, to those who use our services, and to the employers who hire our graduates.



## College History

In 1962, the Ansonville unit of the Charlotte Industrial Education Center opened with approximately 26 vocational students. During 1967 and 1968, changes included having a board of trustees appointed by the Anson County Board of Education and the Anson County Commissioners, being called Anson Technical Institute, and becoming a member of the North Carolina Department of Community Colleges. Twenty members of administration, faculty and staff served the students enrolled.

Approval in 1969 by the North Carolina Board of Nursing for the institute's application for a School of Nursing was the beginning of our present excellent nursing program. Another sign of growth was the record collection of 2,236 volumes in the Learning Resources Center.

Progress and fulfillment of the purposes of the Institute led to the authorization by the North Carolina General Assembly in 1971 to our being recognized as a separately chartered institution and having four additional trustees appointed to the board of trustees by the governor.

Further progress, larger enrollment and additional support from the community enabled Anson Technical Institute to acquire land on Highway 74 in Polkton and construct a 28,000 square foot building. By the Fall of 1977, the college entered the computer age and expanded its service to Union County with offerings of business and secretarial programs, graphic arts courses, industrial maintenance, and air conditioning, heat and refrigeration classes. The Board of Trustees changed the name to Anson Technical College in 1979 to reflect the range of program offerings. The second building on the Polkton campus was completed in 1982 to house the Learning Resources Center.

The 3,600 square foot Auto Body Repair Building on the Ansonville campus was completed in 1986. Welding and Auto Body Repair

continue to be offered there. In 1987, the official name of the college was changed to Anson Community College.

Later a 13,000 square foot vocational/technical building was built on the Polkton campus for nursing and draft and design programs. In addition, there is a science lab, general classroom space, and the Academic Support Center.

The main administrative offices of the college were moved from Ansonville to the Polkton campus in 1991.

Throughout its existence, the Community Services Division in Wadesboro has served the populace with literacy classes, life-long learning experiences, GED preparation classes, and cultural activities. The Small Business Center serves the business and industrial community. The Community Services Division has received a commendation from Southern Association of Colleges and Schools (SACS) twice in ten years for its structure and its quality of service.

Anson Community College has a rich heritage that includes:

- ☆ Being one of the six pilot sites in the Department of Community Colleges system to test drive the Prime computer.
- ☆ Collaborating with the North Carolina Council on the Status of Women to offer a carpentry program for women. Students in this program built two houses in Polkton.
- ☆ The Air Conditioning, Heating and Refrigeration program and the Practical Nursing program are premier programs in the system.

With Dr. Donald P. Altieri beginning September 1, 1993 as the institution's fourth president, change was dramatic. The college experienced four consecutive quarters of record-breaking growth. Total Quality Management (TQM) became the new philosophy. A



new dean of instruction was selected, new curriculum were developed and the opportunities for regional programs are explored.

The college began its first major fund drive in April, 1995. In addition to raising the funds necessary to begin the construction of a technical education building in early 1997, the college was given a facility in Peachland in 1996 by United Carolina Bank which was converted into a corporate training center and named for charter trustee Tom W. Allen. In late 1996, Carolina Power & Light Company donated the use of their building in Wadesboro for the creation of the Carolina Power & Light Company Adult Learning Center.

It continues to be a new day at Anson Community College.

Progress and quality are the key words as the college moves toward the new millennium. Teams are studying processes for the purpose of improving the quality of the service provided all customers, internal and external. The focus from teaching to learning has taken a major step and interdisciplinary learning projects are underway.

The college accomplishments are as diverse as the populations it serves. The 1996 fall and spring terms enjoyed record-breaking enrollments showing increases of 9.6% and 8.0% respectively. The Phi Beta Lambda Students in Free Enterprise received confirmation that the coloring book developed last year has been registered with the Library of Congress. The story line deals with decisions for children and money. Copies were prepared and distributed to all Anson County third graders.

Major changes include the Weekend College and the semester conversion. The Weekend College began in the winter of 1996 and success was demonstrated by the number of students who enrolled and by their attendance. Each term since has been deemed a success. The semester conversion went smoothly because the college spent almost two years in preparation. Both of these changes are a part of the college's continuous pursuit of quality and customer service.



Faculty has been recognized for their accomplishments. The World Literature and Criminal Justice Ethics faculty and students have been involved in an interdisciplinary learning project. A presentation of this project was made by the faculty at the ERCBEC Regional Conference in Charleston, South Carolina in March of '1997. Another faculty member was named director of the 1997 Rural Entrepreneurship through Action Learning (REAL) Institute at Hilton Head, South Carolina.

Partnerships are an important part of the college's operation. For example, the college was instrumental in the \$29,000 grant award to revitalize Tech-Prep efforts in Anson County and to develop an articulated high school through Masters level electronic information curriculum. Other examples include the leadership the college has provided in the development, implementation and evaluation of the first Leadership Anson project and the Smart Start program.

Celebrating 37 years of service to this region, every day is a new day of opportunity at Anson Community College.

## Educational Goals

Anson Community College has high expectations for its students. We believe that the excellence of our educational program is measured by the excellence of our graduates. Therefore, we have set goals for our students that will enable them to succeed as students and perform effectively in a variety of adult roles after graduation.

Anson Community College graduates in associate degree and diploma programs will be able to:

- ★Communicate effectively in oral and written English.
- ★Receive and interpret information.
- ★Perform functional mathematics.
- ★Think logically and critically.
- ★Interact effectively with others.
- ★Perform job-related technical skills.
- ★Provide for personal growth and well-being.
- ★Integrate information from a variety of disciplines to solve problems in work or academic related topics.

## Visitors

Visitors, and in particular prospective students, are always welcome at Anson Community College. The Dean of Student Services will provide guide service for groups or individuals during day or evening hours when the college is open.

Questions about the college and its programs will be answered by a member of the Student Services staff.

# Notes



# *Board of Trustees*

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Tom W. Allen Rt. 1, Box 6, Peachland, NC 28133	Term Expires 2001
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James A. Hardison, Jr. 625 West Ave., Wadesboro, NC 28170	1999
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Jarvis T. Woodburn P.O. Box 779, Wadesboro, NC 28170	2000

Student Association President (ex officio)

# *College Directory*

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## *OFFICE OF THE PRESIDENT*

President	Donald P. Altieri
Secretary to the President	Cynthia Ross
Dean of the College	Lois Crumpler
Special Projects Coordinator	Patricia Pohar
Dean of Planning & Development	Judith Smith
Human Resources Officer	Susan Flake

## *INFORMATION SERVICES*

Director of Information Services	Anna Baucom
Information Services Technician	Frances Burris
Information Systems Technician	Terry Landis
Information Systems Technician	Joel Allen

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Purchasing Assistant	Carol Poston
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Purchasing Technician/Bookstore Manager	Denise Freeman
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Cashier/Office Assistant	Dawn Hildreth
Receptionist/Switchboard Operator	Annie Morris
Snackbar Operator	Flora Hutchinson
Snackbar Operator	Charles Randle
Maintenance Coordinator	William Truett
Maintenance/Custodial Staff	Bryant Marshal
	Al Odom
	Willie Oliver
	Othar (Butch) Wynn

## *STUDENT SERVICES*

Dean of Student Services	Joseph Capell
Administrative Assistant to the Dean	Gennie Edwards
Student Activities Coordinator	James Cole
Special Populations Assistant (Affective)	Mae Robinson
Registrar	Patricia Taylor
Records Technician	Cathy Horne
Counselor	Elaine Clodfelter
Admissions Officer	
Special Populations Assistant(Assessment)	Jeania Martin
Financial Aid Coordinator/VA Officer	Vickie Cameron
Special Populations Assistant (Financial)	Kimberly Bradshaw
JTPA Coordinator	Ruth Hickman
JTPA Intake Officer	Belinda Lindsey
Secretary /Receptionist	Angela Robinson

## *INSTRUCTION*

Dean of Instruction	Thomas Heilman
Administrative Assistant to the Dean	Elizabeth Kersey
Printing Technician	Virginia McSwain
Assistant Printing Technician/PIO	Rosemary Britt
Director of LRC	Julia Grace May
Librarian	Christopher Meister
Learning Resources Assistant	Charlene Martin
Library Technician	
Library Assistant	Bill Seigler

## *FACULTY*

### *Department Chairpersons*

Public Services	Winnie Bennett
Business Technologies	Vicki Holt
Allied Health Technologies	Sarah Lee
Corrections Education	Joe Madaras
Arts and Sciences	Robin Cook
Applied Technologies	Philip Whitaker
Developmental Studies	Ann Land

### *Full-Time/Curriculum*

Russell Adcock	Charles McCormick
Bobby Baucom	Gaius McLendon
Marie Burleson	Marilyn Robertson
Monte Burleson	Arthur Rogers
William Dick	Jerry Shelton
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Kelly Horne	Beverly Wanko
Terry James	Richard Weinblatt
Chris Johnson	Nat White
Patricia Johnson	Gornie Williams
George Kouvaris	

### *Adjunct Faculty/Curriculum*

Joslyn Allen	Mark Lockwood
William Brooks	Hilda Madaras
David Carnes	Ginger Nance
Hilda Downing	Larry Oakes
Mark Efird	Jim Phillips
Donald Elliott	Tom Pond
Barbara Godwin	Lara Preslar
Michelle Jackson	Helen Randall
Mei Chih Liao	Phyllis Steagall
William Lisenby	Thomas Todd
Michael Little	Marvin Tyson
Sharon Little	



## *COMMUNITY SERVICES DIVISION*

Executive Director of CSD	Fred Sparger
Division Administrative Assistant	Joyce Kiker
Office Coordinator	Kathy Moore
Information Coordinator	Helen Martin
Director of Continuing Education	Sandra Huntley
Coordinator of Quality & Industry Services	Scott Collier
Assistant Director of Business & Industry Services	Tammy Campbell
Director of Human Resources Development	
HRD Intake Counselor/Follow-up Specialist	Dawn Moses
HRD Instructor BCCI	Anthony Ellison
HRD Instructor Anson Correctional Center	Robert Blalock
Director of Basic Skills/ Coordinator Protective Services	Dan Stowe
Protective Services Assistant/Instructor	Alice Moore
Coordinator of Basic Skills	
Adult High School Instructor/Coordinator	Sidney Sowers
Retention Specialist	Janice McRae
Chief GED Examiner	Laura Ratliff
Assistant GED Examiner	Carol Chappell

### *Adjunct Faculty/Continuing Education/Basic Skills*

E. Cheri Bennett	Perry Marshall
Trena Brooks	Randall McGuirt
Willie Clark	Thomasina Montgomery
Maria Cox	Diane Moore
Patricia Evans	David Orr
Vivian Gatewood	Carolyn Smith
Amber Hamrick	Ray Smith
Gary Harvell	Vynetta Sturdivant
Mary Anne Huntley	Juanita Webster
Edna Marshall	Thera (Kippy) Wright

## *Union Technical Education Center*

Dean	T. Easton Marchant
Assistant to the Dean	Vicki Geddings
Director of Curriculum Programs	Jack J. Crawford
Curriculum Secretary	Nancy Price
Director Student Services	Linda Howell
Financial Aid Assistant	Barbara P. Arnet
Receptionist/Secretaries	Margaret A. Flinn
	Shelley Simpson
Computer Technician	Joshua C. Eubanks
Maintenance Supervisor	J. Dale Witmore
Evening Supervisors	Denise Rankin
	Alan S. Rorie
	J. Steward Spittle, Jr.
Evening Supervisor - Monroe High School	William E. Wilburn
Faculty	Gene S. Berg
	Robert M. Foulk
	Kazem Kahn
	Scott Sherrill
Adjunct Faculty/Curriculum	Jerry L. Hutchens
	Carmen (Tony) Sarno
	Sheila Snuggs
	Karl Wollner

## *UTEC - Downtown Campus*

### Faculty/Curriculum

	Gail Bruny
	Christy Hunneycutt
	Dorine Sharp
	Maria Stine
Director of Protective Services	Kevin Ashley
Director of Corporate and Professional Education	Geri Duncan
Industrial Training Specialist	Todd G. Morris
Continuing Education Secretary	Carol Beers
Assistant Fire Training Coordinator	Charles Adcock
Career Lab/Skills Lab Coordinator	Becky McLain
Director of Basic Skills	Denise Wilson
Basic Skills Secretary	Rose Jodush
Coordinator/Instructor Basic Skills	Jerry Caudle
Assessment/Retention Coordinators Basic Skills	Doris Johnson
	Cynthia Huntley
GED Test Examiners	Myra Helms
	Sue McKenzie
Basic Skills Instructors	Patty Currin
	Doris Jeane Haigler
HRD Records Technician/Instructor	Dianne Honeycutt
Secretaries	Anita Gitlin
	Judith Lemmonds
Maintenance	Timothy Goosch
Evening Supervisors	Gerald Earnhardt
	Ray Rorie



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## **The Catalog**

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